

Indicate activity with X's.

X ADD XXX CHANGE
 XX DELETE XXXX TRANSFER

DEPARTMENT

Act. Type	Property Number	Dept Code	---LOCATION---			Sub/Obj Code	Source Code	Date of acq	Original Cost	Description	Model/Serial #
-----------	-----------------	-----------	----------------	--	--	--------------	-------------	-------------	---------------	-------------	----------------

--	--	--	--	--	--	--	--	--	--	--

EXPLANATION OR REMARKS (Attach supporting documents)	APPROVALS:	
		Department Head & Date
		Dean or Director & Date (Required for Gifts and Inter-Agency Transfers)
		University Controller & Date