



CONTROL # _____

PC REPLACEMENT PLAN

Phone: 747-7136 Fax: 747-7165

INVENTORY #	TRANSFER FROM UNIT CODE	SURPLUS UNIT CODE	ITEM LOCATION Bldg / Room #	DESCRIPTION	ITEM CONDITION
_____	_____	7017000	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Point of Contact: Name _____ Phone _____

Authorized Signatures:

_____	_____	_____	_____
Transferring Department (printed name/signature)	Date	Personnel Transporting Equipment (printed name/signature)	Date
_____	_____	_____	_____
Receiving Department (printed name/signature)	Date	Inventory Department (printed name/signature)	Date