



### Surplus Deletion of Inventory Form

(Items being transferred from one Department or Division to another.)

**Completed Form Must Be Forwarded To The Inventory Clerk  
No Later Than Five Working Days From Transfer Date**

**The Following inventory should be deleted from  
departmental inventory and declared as surplus.**

**Date:** \_\_\_\_\_

**Department/Division** \_\_\_\_\_

Inv. Tag No.	Serial No.	Description	Reason For Removal Working Condition	Recommendation for Item (Sale, Destroy, Donate, Etc.)	Removed From Source (Room, Area, Office, Etc.)

\_\_\_\_\_  
KCI Staff Signature

Posted: \_\_\_\_\_  
Inventory Clerk

\_\_\_\_\_  
Comptroller