

Non-Capital Surplus Property
Furniture

Pictures:	Disc _____	Views/Picture # _____	# _____	# _____	# _____	# _____	# _____
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Furniture

Please fill in or check

Desk: Metal Wood Finish or color: _____
Desk Top Size (width/depth x length x height): _____

Right Return Left Return
Return Size (width/depth x length): _____

Table: Metal Wood Folding
Table Top Size (width/depth x length x height): _____

Chair: Metal Plastic
 Office Stacking Folding Guest Secretarial/Task Arms Cloth
 Vinyl/Leather Swivel Base

Bookshelf Metal Wood
Size: (width/depth x length x height): _____ Number of Shelves: _____

File Cabinet Number of drawers: _____

Other (List): _____

Repairs needed/condition:

Department: _____	
Supervisor authorizing disposal: _____	Date: _____
Department Manager: _____	Date: _____
Approved for disposal <input type="checkbox"/>	not approved for disposal <input type="checkbox"/>