**Three Rivers Community College Surplus Property Invoice**

**Instructions:** 1) Serial number of item must be written in 1” numbers on tape and placed on the front of the item.

 2) Cords must be attached to items with tape or cable ties.

 3) Items should be numbered sequentially in groups of like items.

 4) All hard drives must be formatted before they are surplused.

 5) **NO SURPLUS WILL BE ACCEPTED WITHOUT A COMPLETED FORM**.

**VCR Lot**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Manufacturer | Model | Serial Number | State Tag | Is The VCR Cable Ready? | How Many Heads Does it Have? | How Does it Load? | Is the VCR Stereo? | Condition | If Condition is Scrap, Choose Type of Scrap Below | Item//Lot # |
| 1 |       |       |       |       |  |  |  |  |  |  |       |
| 2 |       |       |       |       |  |  |  |  |  |  |       |
| 3 |       |       |       |       |  |  |  |  |  |  |       |
| 4 |       |       |       |       |  |  |  |  |  |  |       |
| 5 |       |       |       |       |  |  |  |  |  |  |       |
| 6 |       |       |       |       |  |  |  |  |  |  |       |
| 7 |       |       |       |       |  |  |  |  |  |  |       |
| 8 |       |       |       |       |  |  |  |  |  |  |       |
| 9 |       |       |       |       |  |  |  |  |  |  |       |
| 10 |       |       |       |       |  |  |  |  |  |  |       |
| 11 |       |       |       |       |  |  |  |  |  |  |       |
| 12 |       |       |       |       |  |  |  |  |  |  |       |
| 13 |       |       |       |       |  |  |  |  |  |  |       |
| 14 |       |       |       |       |  |  |  |  |  |  |       |
| 15 |       |       |       |       |  |  |  |  |  |  |       |
| 16 |       |       |       |       |  |  |  |  |  |  |       |
| 17 |       |       |       |       |  |  |  |  |  |  |       |
| 18 |       |       |       |       |  |  |  |  |  |  |       |

Date: Signature\*: Supervisor’s Signature:

\*By signing this form you are indicating that all hard drives have been completely formatted.