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| COLORADO DEPARTMENT OF TRANSPORTATION INVENTORY CHANGE TO RECORD: Receipt of new equipment Transfer of equipment Disposal of equipment | Account reference # Purchase Order # |
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INSTRUCTIONS: If this form is to record receipt of new equipment, complete parts II and III.
 If this form is to record transfer of equipment, complete all parts.
 If this form is to record disposal of equipment, complete parts I and III.
 After applicable parts are complete, forward this form to: Center for Accounting, Inventory Control Unit,
 2829 W. Howard Place, Denver, CO 80204

PART I - TRANSFER OR DISPOSAL OF EQUIPMENT

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| TRANSFEROR | Signed (Section head) | SAP Cost Center |
| I hereby release custody of the equipment described below If disposal was other than a transfer, give complete description of circumstances and actions taken; if stolen, attach a copy of the Police Report. | | Date released |
| Reason for release: Transfer Lost Stolen Junked Sold | | |
| Comments: _____ _____ _____ | | |
| _____ Approved: | | Region Engineer, Maintenance Supt. or Branch Manager |

PART II - TRANSFER OR RECORDING NEW EQUIPMENT

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| TRANSFeree | I hereby acknowledge receipt and custody of equipment described below Reason for receipt: New Transfer Signed (Section head) | Date received SAP Cost Center |
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PART III - EQUIPMENT DESCRIPTION

| ITEMS (Describe thoroughly for positive identification) | Serial number | Equipment/ Inventory # | \$ Purchase price | |
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