

DEPARTMENT OF FINANCE AND ADMINISTRATION

OFFICE OF BUSINESS SERVICES

FORM 3A - DELETION OF INVENTORY

DATE: _____

Description of Property

Item _____ Make _____

Serial Number _____ Inventory Number _____

Please check appropriate box:

DFA Surplus Property

Salvaged

Other: _____

Deletion Authorized By:

Director

Date

I acknowledge receipt of the property described above has been deleted from inventory:

Property Officer

Date

This form should be submitted to the DFA Property Officer prior to the disposal of assets/property from an office's inventory.