**Logo

Description automatically generated**

**Office of Asset Management**

**APEC Excess/Obsolete Equipment Pick Up Form**

**Date: Requestor:**

**From: Loc. Code:**

**To : Office of Asset Management Loc. Code: 8223**

**\*Please complete form to request for equipment to be transferred to CENTRAL STORAGE.\***

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| **ITEM DESCRIPTION** | **MCS ASSET TAG NO.** | **MSCS ASSET TAG NO.** | **SERIAL NO.** | **MANUFACTURER** |
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**Principal/Admin Approval: Date:**

**Received By: Date:**