\*\*Deduction Codes\*\*

1. Equipment Discarded or used for parts (including sent to landfill by FM requisition
2. Equipment has been stolen (Attach Department of Public Safety Investigation Report)
3. Equipment not found during the last 2 asset inventory cycles (Identify procedures used in trying to locate the missing items
4. Surplus (previously submitted on Surplus Form)
5. Equipment Traded (note PO number)
6. Other (type explanation)

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| **UI Tag# or Asset ID** | **Description** | **Serial No.** | **Deduction Code (Required)** | **Surplus Form # or PO # (if applicable)** |
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