

# WESTERN KENTUCKY UNIVERSITY

Office of Inventory Control

Division of Finance & Administration

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November 13, 2013

Inventory Disposal Certification

I hereby certify that the item(s) listed on this sheet(s) have been lost or stolen and are no longer in my possession. The item(s) are no longer in use on the University’s campus at this time. We have made every effort to locate the lost items. Items identified as stolen have been reported to the WKU Police Department and a police report is attached.

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Department Head Signature Date

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Printed or Typed Name Department Name & Banner Index Number

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Vice President Signature Date

**WKU TAG #** **ASSET DESCRIPTION** **SERIAL NUMBER**