## EXHIBIT A

**UNIVERSITY OF CALIFORNIA, SAN DIEGO**
**EQUIPMENT MANAGEMENT DEPARTMENT 0019**

**EQUIPMENT INVENTORY MODIFICATION REQUEST**

Instructions to Department: Submit three copies of this form to your Local Inventory Department Representative when you wish to alter the custodial responsibility for University equipment assigned to your operating unit. One copy will be returned with acknowledgment from the Inventory Department. Possible types of modifications in your assigned equipment list are acquisitions by department, fabrication, sales, transfers and losses. In case of contested theft, please a report of loss to the UCSD Police Department.

- **Type of Adjustment (check one only):**
  - [ ] Department Fabrication—Please give complete description of equipment fabricated listing all P.O. numbers with dollar value of each, machine shop charges and lump sum value of all L.V.R.O.'s in the Equipment Identification section of this form, or on an attached sheet.
  - [ ] Loan—Name of Borrower
  - [ ] Loan—Name of Lender
  - [ ] Period of Loan: From
  - To
  - [ ] Lost, [ ] Destroyed, [ ] Stolen: Police Report No.
  - [ ] Dismantled (List remaining inventorial components below)
  - [ ] Interdepartmental or Intercampus Transfer

**Custodial Department Name**

**To:** Surplus Sales

**Custodial Code Number**

6096-00

**Remarks:**

PICK UP BY SURPLUS SALES in rm 2234

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**PROPERTY**

<table>
<thead>
<tr>
<th>Property Number</th>
<th>Description of each Item (Include Serial Number)</th>
<th>New Location</th>
<th>Order or Reference No.</th>
<th>Cost or Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-D</td>
<td>IBM PC XT Computer w/10 monit, keyboard, manuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-D</td>
<td>IBM Oela Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department Contact Person:**

**Mail Code:** 1290

**Credit Sale of Surplus to:**

- [ ] 6096-400
- [ ] 1850-20A

**APPROVALS**

- **FOR DEPARTMENT:**
  - Date: 7-23-94
  - Inv. Dept.
  - Carden W. Jones

- **FOR BUSINESS OFFICE:**
  - Date: 7-24-94
  - Marti Mgr.

**Equipment Management Copy**

00122

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