整理 Seiri (Sort): Decide What You Need

Area	
Category [circle one]	Supplies Work In Progress Office Materials Raw Materials Furniture Finished Products Files/Books/Magazines Tools Other: Equipment
Item Name	
Quantity	Units Value
Reason	1. Not needed 2. Defective 3. Late (missing items, old version) 4. Surplus 5. Destination unknown 6. Inappropriate destination 7. Other:
Disposal by:	Department / Division / Section
Disposal Method:	1. Discard 2. Return 3. Sell 4. Moved to red tag storage 5. Moved to long term storage 6. Other
Disposal Completed	[Signature]
Today's Date	
Red Tag File Number	

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