



## FIXED ASSET DISPOSAL REQUEST



CUSTODIAN NAME	RELEASING CUSTODIAN NUMBER	DATE (MM/DD/YYYY)
PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION

**\*\*ASSETS CONTAINING HAZARDOUS OR RADIOACTIVE MATERIALS MAY NOT BE REMOVED FROM DEPARTMENT FOR DISPOSAL UNTIL SUCH HAZARDS HAVE BEEN REMOVED AND CERTIFIED BY ENVIRONMENTAL HEALTH AND SAFETY AND/OR THE RADIOLOGICAL SAFETY OFFICER. CERTIFICATION OF HAZARDOUS MATERIALS REMOVAL MUST ACCOMPANY THIS FORM**

<b>REMOVAL SECTION:</b>		<b>DOES ITEM CONTAIN HAZARDOUS MATERIAL?</b>	<b>CONDITION CODES:</b>
R1 - LOST	R4 - SURPLUS OPERATIVE	YES OR NO	1. NEW
R2 - STOLEN	R5 - SALVAGE		2. USED-GOOD
R6 - TRADE-IN	R7 - RETURN TO TITLE HOLDER		3. USED-FAIR-POOR
	R8 - SOLD		4. REPAIRS REQUIRED-GOOD
			5. REPAIRS REQUIRED-POOR
			6. SALVAGE
			7. SCRAP

ASSET TAG NO(S)	RC	ITEM DESCRIPTION, MFG/MODEL, SERIAL NO	YES OR NO	CURRENT LOCATION	COND CODE	REASON FOR DISPOSITION	ORIGINAL VALUE	CURRENT VALUE

TOTAL VALUE OF DELETIONS 0.00          0.00

CUSTODIAN REQUESTS DISPOSITION BY:  FM PICK UP AND SURPLUS AUCTION  SEALED BID  DEPT AUCTION  OTHER (NO PICKUP NEEDED, EXPLANATION REQUIRED)

COMMENTS:

CONTACT INFORMATION FOR PICKUP:  
NAME: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

**RELEASING DEPARTMENT CERTIFICATION**  
 "I relinquish inventory accountability for the above described equipment."  
 PLEASE NOTE: THIS FORM MUST BE APPROVED BY DEAN OR VICE PRESIDENT IF EQUIPMENT IS REMOVED FROM INVENTORY

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_          SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPARTMENT HEAD          DEAN OR VICE PRESIDENT