OPSU

Fixed Asset Disposal Request Form

Custodian Name	Releasing Custodian No.	Department Code	Date	MEI Form #

Disposal Prepared By	Complete Address, (Area Code) Phone Number

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.

Removal Section

R1-Lost R4-Surplus Operative R7-Return to Title Holder
R2-Stolen R5-Salvage R8-Sold
R6-Trade-In

Does item contain hazardous material?

Condition Codes

1. New 3. Used-Fair-Poor 6. Salvage
2. Used-Good 4. Repairs required-Good 7. Scrap
5. Repairs required-Poor

Asset Tag Number	RC	Qty	Description, Mfg, Model, Serial No., Color	Yes/No	Current Location	Cond. Code	Reason for Disposition	Orig. Value	Current Value
				Total Value of Deletions				$0.00	$0.00

Custodian requests disposition by: _____ Pick Up & Surplus Auction _____ Sealed Bid _____ Cannibalization _____ Dept Auction

For more information on disposals contact:					
Name:		Phone:		Exact Location of Equipment:	

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: _____
Department Head Date

Type Name:

Signed: _____
Dean or Vice President Date

Type Name: