



PROPERTY DISPOSAL REQUEST

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PROPERTY INFORMATION																	
Tag Number	Item Description	Estimated Value	Condition Code	Disposal Code	Building and Room Number												
Note: Purchasing Department will have property removed from your area.																	
Comments:																	
Condition and Disposal Codes:																	
<p style="text-align: center;">Condition Codes: E – Excellent G – Good F – Fair U – Non-repairable or Scrap</p> <p>Suggested Disposal:</p> <table style="margin-left: 20px; border: none;"> <tr><td style="width: 20px;">1</td><td>Transfer to another program on campus</td></tr> <tr><td>2</td><td>Stolen/Damaged (Provide Explanation)</td></tr> <tr><td>3</td><td>Sell/Donate to another agency</td></tr> <tr><td>4</td><td>Auction</td></tr> <tr><td>5</td><td>Recycle or sell for parts</td></tr> <tr><td>6</td><td>Ship to local dumpsite</td></tr> </table>						1	Transfer to another program on campus	2	Stolen/Damaged (Provide Explanation)	3	Sell/Donate to another agency	4	Auction	5	Recycle or sell for parts	6	Ship to local dumpsite
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Signatures:																	
Requested by:		Date:															
If Transferring New Owner of Equipment Approval:		Date:															
Division Manager Approval:		Date:															
Administrative Approval:		Date:															
Purchasing Dept Approval:		Date:															
Print form, get signatures, make copy for your records and send original to the Purchasing Department																	