

# DISPOSAL FORM

**SEND OR FAX COMPLETED FORM TO:**

1. University Facilities Customer Service  
custserv@facilities.buffalo.edu  
or fax 645-5965  
AND
2. Asset Management:  
ubs-assetmanagement@buffalo.edu

Retain a copy in your departmental file for audit purposes **and** attach a copy to each item.

**WORK ORDER #** \_\_\_\_\_

UB Facilities will email the Work Order # to the Requestor.  
This number must appear on the form attached to the item.

**DISPOSAL #** \_\_\_\_\_

Departments may assign their own disposal number.

**IT IS ILLEGAL TO REMOVE EQUIPMENT/FURNITURE  
WITHOUT PROPER FORMS ON FILE.**

**THIS FORM IS FOR ITEMS IN “POOR” OR “SCRAP” CONDITION.**

Date \_\_\_\_\_

Requestor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
Print/type name

Department \_\_\_\_\_ Inventory Account # \_\_\_\_\_

Location for pick up \_\_\_\_\_

(Different locations require separate forms)

Qty	Asset #	Serial #	Mfr.	Model	Description

The signatures below ascertain that the condition of the above listed items are in “poor” or “scrap” condition and authorizes their disposal. Also, the signatures below certify that the equipment listed is free from any and all radioactive or hazardous materials.

Signature of Dept. Inventory Coordinator \_\_\_\_\_

Print/type Inventory Coordinator name \_\_\_\_\_

Email address \_\_\_\_\_

Signature of Department Head \_\_\_\_\_

Print/type Department Head name \_\_\_\_\_

**This form must contain two separate authorized signatures as indicated.**

Disposal is handled through University Facilities. For questions regarding pickup, call University Facilities at 645-2025. To learn more about equipment disposal or UB SWAP, call Asset Management at 645-2619 or visit <http://www.buffalo.edu/administrative-services/managing-procurement/ub-asset-management.html>.