

# DISPOSAL FORM

**Directions:****1) FAX Signed Originals to BOTH:**

a) University Facilities Customer Service  
Fax: 645-5965 (Phone: 645-2025)

b) Inventory Services  
Fax: 645-6546 (Phone: 645-2619)

**2) Attach a copy to EACH item.****3) Send Original to Departmental Inventory Coordinator.****DISPOSAL#** \_\_\_\_\_

*(Note: Departments may assign their own Disposal Number; or Account # and date will serve as the unique identifier.)*

**DISPOSAL WILL BE HANDLED THROUGH UNIVERSITY FACILITIES. FOR QUESTIONS REGARDING PICKUP, PLEASE CALL UNIVERSITY FACILITIES CUSTOMER SERVICE AT 645-2025.**

**FOR ALL OTHER QUESTIONS, PLEASE CALL INVENTORY SERVICES AT 645-2619.**

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

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

Requestor \_\_\_\_\_ Phone # \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_  
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:

Signature of Dept. Head:

\_\_\_\_\_

\_\_\_\_\_

Print/type name \_\_\_\_\_

Print/type name \_\_\_\_\_