Request To Dispose of Capital/Inventory Equipment

Date _____

Site _____

Contact: _____

From: _____
(Signature of Lead Administrator)

Quantity	Item Description	Inventory or Serial Number	Approx Value	Reason: broken	Reason: inoperatvie	Reason: obsolete	Reason: other	Location of item	Comment

For Business Services Use Only

_____ Item is to be declared surplus and picked up by M&O; please submit work order

_____ Item is to be declared surplus and disposed of by M&O; please submit work order

_____ Item is to be declared surplus and disposed of by site custodian

Other: _____

_____ Chief Business Official

_____ Date

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