

REQUEST TO DISPOSE OF PROPERTY FORM NO. A-TR 1-2A

SECTION I – REQUEST TO DISPOSE OF PROPERTY

REASON FOR DISPOSAL:

ORIGINATING DIVISION/DEPT. BLDG. ROOM NO.

CONTACT PERSON

SIGNATURE: CUSTODIAN

DATE:

CONTACT PHONE NUMBER

SIGNATURE: VICE PRESIDENT/TRANSFERER

PROPERTY I.D. OR SERIAL NO.	DESCRIPTION OF PROPERTY	ORIGINAL COST	DATE PURCHASED	CONDITION OF PROPERTY

READ INSTRUCTIONS ON BACK OF THIS FORM

SECTION II – AUTHORIZATION TO DISPOSE OF PROPERTY

THIS SECTION TO BE FILLED IN BY ACCOUNTING

Approved

Disapproved

Conditional Approval (State condition) _____

Signature: CFO (or his designee)

Date:

INSTRUCTIONS

The **REQUEST TO DISPOSE OF PROPERTY** form is used for the disposal of property from a department of the University. This form may be obtained from Central Receiving.

1. The representative of the department having custody of the property should initiate action for the disposal by completing Section I.
2. Indicate reason for the disposal: obsolete, inoperative, no longer needed, etc.
3. List property ID or serial number, original cost, date purchased and condition or property for each item. List each item individually.
4. Obtain signature of Dean or Department head indicating willingness to dispose the property.
5. Obtain signature of your Vice President indicating concurrence with the disposal.
6. Forward all copies of the form to Central Receiving. Copies will be distributed to the appropriate departments after authorization is obtained.