



# DISPOSAL OF EQUIPMENT FORM

## *Administrative Service Center*

### Purchasing Department / Physical Plant & Operations

MEMO TO: **KRISTEN KUCHARSKI/ JIM KOLODZIEJ**

FROM: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

RE: \_\_\_\_\_ Disposal of Equipment

\_\_\_\_\_ Sale of Equipment

The equipment listed below is being recommended for sale or disposal. It is my determination after careful review that this equipment is of no further value to our building. Upon your approval, the equipment will be sold or disposed of as stated below. **If item has an inventory tag attached please submit tag number.**

<u>Description</u>	<u>Inventory/Serial #</u>	<u>Building/Dept/Room#</u>	<u>Reason for Disposal</u>
--------------------	---------------------------	----------------------------	----------------------------

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Originator's Signature & Date

\_\_\_\_\_  
Principal's Signature & Date

\_\_\_\_\_  
Purchasing Agent Signature & Date

\_\_\_\_\_  
Director PPO Signature & Date

**Please do not dispose of item until you receive your copy back with ALL signatures.**