



Equipment Disposition Request Form

This form is used to obtain a prior approval for disposition of any capital or sensitive equipment by way of sale, transfer, donation or salvaging. Attach supporting documentation, such as the transfer form, a picture of damaged equipment, etc. Upon final approval, use the form to update inventory database and attach a copy to the disposed equipment inventory record.

Name (Last, First, MI): _____
Today's Date: _____

Title: _____
Requested Disposition Date: _____

Equipment Description (Model, Serial #): _____
NMC Inventory #: _____
Date of Last Inventory: _____
Acquisition cost (if known) \$: _____
Project the equipment was used for: _____

Current Location: _____
Cost Code: _____

Requested Method of Disposition:

- Salvage – attach a picture
- Transfer – provide new location and recipient name: _____
- Donation – provide the recipient name: _____
- Sell – provide the buyer information and price _____

Notes:

CIO Name and Signature (required for sensitive equipment): _____

DLR Name and Signature (required for laboratory equipment): _____

CFO Name and Signature (required for capital equipment): _____

Sponsored Project Admin Name and Signature: _____

Project PI Signature (Required for equipment funded by an ongoing sponsored project): _____