

Worksheet to request Equipment Disposal

Revised September 4, 2003

Submit to your

Department Property Administrator (DPA) _____

Your Name: _____ Department: _____

Your Phone: _____ Location (Bldg/Room): _____ Date of Form: _____

This form is intended to help your Department Property Administrator initiate a disposal request, for capital equipment, or non-capital equipment (*this includes sensitive items*). All disposal requests will require a **Sunflower Excess Request**, which your DPA must prepare (with the following information).

Disposal Method Requested: SALE SCRAP Other: _____

If "SALE", indicate PTA to credit: _____

Will a "Work Order Request" be required: YES NO

Has a "Work Order Request" been completed already: YES NO Number: _____

Tagged/Capital Equipment (*Please fill in all spaces*):

TAG NUMBER	DESCRIPTION	MANUFACTURER	SERIAL NUMBER	HAZ MAT Y/N

Untagged/Non-Capital Equipment (*Please fill in all spaces*):

DESCRIPTION	MANUFACTURER	SERIAL NUMBER	HAZ MAT Y/N

Furniture/Non-Capital (*Please fill in all spaces*):

DESCRIPTION	QUANTITY	HAZ MAT Y/N

IMPORTANT: Make sure to answer "Yes" or "No" if the item ever contained **HAZardous MATerial**