

## ASSET DISPOSAL REQUEST FORM

Please complete this form and fax to Purchasing Services at 580-5846. If you have any questions about the status of your request, contact the Director of Purchasing Services at 580-5849.

Asset to be disposed of:

Location of Asset:

Requesting Department:

Do you know of anyone on campus who might be interested in this item?

Date of this request:

Signature of Requestor:

Signature of Department Head:

**For Purchasing Use Only**  
How was asset disposed of?

Date of disposal:

