

**Request for Disposal of  
EXCESS, SALVAGE, OR TRADE-IN INVENTORY ITEMS**

**SECTION 1:**

Name (Please Print): \_\_\_\_\_ Ext. \_\_\_\_\_ MS \_\_\_\_\_

Department/Unit: \_\_\_\_\_ Location: \_\_\_\_\_

Excess to this department (regardless of condition) **Send form to Central Receiving (MS 1270, Ext. 62143)**

Location of item(s) \_\_\_\_\_

Trade-in (Purchasing Requisition attached) **Send form to Purchasing (MS 1210, Ext. 61107)**

Sale (Attach memo requesting sale and dept. ID for cost of Ad) **Send form to Purchasing (MS 1210, Ext. 61107)**

Donation to external entity (Attach memo requesting donation) **Send form to Purchasing (MS 1210, Ext. 61107)**

BSU Tag No. Or Serial No.*	Description	Condition**	Current Value	Receiving Use Only (Disposition)

\* Please put serial number if no BSU tag number For additional items use 2<sup>nd</sup> page

\*\*Condition: E – Excellent G – Good F – Fair R – Repairable U – Unusable Scrap

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Department Head)

Check box if you want a copy of completed form to be returned to Department/Unit

**SECTION 2: For Purchasing Department Use Only:**

State Property Disposal Request prepared.

Items for trade-in on P.O. # Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**SECTION 3: OIT Use Only:**

Processed PC/Storage Device Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**SECTION 4: For Receiving Use Only:**

Items picked up from department  Enter Disposition in Section 1.

Reviewed for PC/Storage Devices Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**SECTION 5: For Inventory Control Use Only:**

Removed from Inventory listing Date: \_\_\_\_\_ Signed: \_\_\_\_\_

