

Custodian Name	Releasing Custodian No.	Department Code	Date	MEI Form #
Disposal Prepared By		Complete Address, (Area Code) Phone Number		

Assets containing hazardous or radioactive materials may not be removed from department for disposal until such hazards have been removed and certified by environmental health and safety and/or the radiological safety officer. Certification of hazardous materials removal must accompany this form.

Removal Section			Does item contain hazardous material?	Condition Codes		
R1-Lost	R4-Surplus Operative	R7-Return to Title Holder			1. New	3. Used-Fair-Poor
R2-Stolen	R5-Salvage	R8-Sold	2. Used-Good		4. Repairs required-Good	7. Scrap
	R6-Trade-In				5. Repairs required-Poor	

Asset Tag Number	RC	Qty	Description, Mfg, Model, Serial No., Color	Yes/No	Current Location	Cond. Code	Reason for Disposition	Orig. Value	Current Value
<b>Total Value of Deletions</b>								\$0.00	\$0.00

Custodian requests \_\_\_\_\_ Pick Up & \_\_\_\_\_ Sealed Bid \_\_\_\_\_ Cannibalization \_\_\_\_\_ Dept Auction  
 disposition by: \_\_\_\_\_ Surplus Auction

For more information on disposals contact:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Exact Location of Equipment: \_\_\_\_\_

**Releasing Department Certification**

"I relinquish inventory accountability for the above described equipment."  
 Please Note: This form must be approved by Dean or Vice President if equipment is removed from inventory

Signed: \_\_\_\_\_  
 Department Head Date

Signed: \_\_\_\_\_  
 Dean or Vice President Date

Type Name: \_\_\_\_\_ Type Name: \_\_\_\_\_