

EQUIPMENT DISPOSAL FORM
TSS/PROPERTY RECORDS MANAGEMENT OFFICE
University of Dayton
Dayton, Ohio 45469-0106

Please completely fill out the following information, when completed one copy should be placed with the equipment to be picked up and one copy should be sent to property records via campus mail. Property Records on campus address is 1700 SPB - M5270 +0106

- a. Type of equipment : _____
- b. Asset tag number(red or grey support tag) : _____
- c. Manufacturer : _____
- d. Model or type : _____
- e. Serial number : _____
- f. Condition (check one) _____
 - Functioning – currently functioning as is
 - Functioning – will function if missing parts replaced
 - Inoperable – does not work properly

NOTES:

DEPARTMENT: _____

APPROVED BY: _____ PHONE: _____

DATE: _____

ASSET TAG IS TO BE REMOVED BY THE HELP DESK, DO NOT REMOVE.



ASSET TAG IS TO BE REMOVED BY THE HELP DESK, DO NOT REMOVE.

Office Use:

DATE REC'D _____	POSTED BY _____
_____	Revised January 2008
DATE _____	