

**EQUIPMENT DISPOSITION REQUEST**

<b>TAG NUMBER</b>	<b>DESCRIPTION</b>	<b>BLDG/ROOM</b>	<b>CONDITION OF ITEM</b>

- Recommended Disposal: (check one)  
 Functional surplus  
 Scrap  
 Trade-in  
 Dismantle for Parts  
 Stolen (Police report required)

\_\_\_\_\_  
**Signature of Releasing Department Head**                      **Date**

\_\_\_\_\_  
**Contact Person/Phone**

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**Reason for Deletion**