

Instructions to complete the Equipment Disposal Cover Sheet and Itemized List

- 1 Please complete the cover sheet in its entirety.
- 2 Please indicate Yes or No for Equipment/Items that require Environmental Health & Safety Handling to eliminate any risks of releasing environmentally harmful or hazardous agents from items for disposal. Such items include, but are not limited to:
 - Small Electronics
 - Computers
 - Computer related equipment
 - Copiers
- 3 List the various types of equipment/item submitted for disposal.
Sum the quantity of each type of equipment/item for disposal.
- 4 On the Itemized List tab, please list the Serial Number, TAG #/KIN#, and a brief description of each item.
- 5 Have the Dept. Head sign the Itemized List.
- 6 Send originals of both forms to Property Management, room P-105.

EQUIPMENT DISPOSAL COVER SHEET

DATE: _____

DEPT. NAME: _____

LOCATION OF EQUIPMENT: _____

Environmental Health & Safety Handling Required: **Y** **N**
Please Circle One

IT Handling Required: **Y** **N**
Please Circle One

EQUIPMENT TYPE	QUANTITY

OF ATTACHED ITEMIZED PAGES: _____

TOTAL ITEMS _____

DEPT. SUPERVISOR NAME (Print)

(Signature)

FIXED ASSET/PROPERTY DEPT. (Signature)

