

# Request for Tagged Inventory Item Disposal



**Procedures to follow for requesting the disposal of tagged inventory equipment and furniture:**

1. Fill out this form and have it signed by your department supervisor.
2. Take or send the item to the Johnston REC warehouse along with this form and give to a warehouse employee.
3. The warehouse employee and the Business Office will handle the disposal of the equipment.

**Tag number:** \_\_\_\_\_

**Item description:** \_\_\_\_\_

**Has item been brought to the Johnston REC warehouse?**      **Yes**      **No**

**If no, where is the item located?** \_\_\_\_\_

**If item is a CPU, has the software been removed?**      **Yes**      **No**

**Comments:** \_\_\_\_\_

**Check reason for request:**

Broken

Outdated      *Working Order?*      Yes      No

Not needed      *Working Order?*      Yes      No

Used for parts

*(Hold item until notification of administrative approval is received before sending it to be used for parts.)*

Trade in

1. Attach this form to the Purchase Order Request form for the new purchase.
2. Retain old equipment until new arrives.
3. Remove tag before the equipment to be traded leaves the premises and forward to the Business Office.

Other:

\_\_\_\_\_  
*Department Supervisor Approval*

\_\_\_\_\_  
*Date*

Warehouse Use Only		
	Date	Initials
Received		
Relocated		
To:		

**Disposal Approved:**

\_\_\_\_\_  
*Administrative Approval*

\_\_\_\_\_  
*Date*

Business Office Use Only		
	Date	Initials
Received		
<b>Updated to:</b>		
Future Use List		
Disposal List		
Computer File		
Tag Obtained		
Deleted		