



## ASSET DISPOSAL FORM

This form is to be used when presenting item(s) for surplus.  
Assets include, but not limited to, computer equipment, lab equipment, furniture, fixtures,  
cameras, grounds equipment, athletic equipment, etc.

NAME OF REQUESTER:

---

DATE:

---

DESCRIPTION

---

---

---

BAR CODE (S)

---

---

---

ESTIMATED VALUE \$

---

---

---

*Information Technology Use Only:*  
All sensitive data has been removed from items (if applicable)

Signature

Date