FRANCIS MARION UNIVERSITY
Property Disposal Request or Loss Report

Tag No. __________________ Department __________________________ Date __________________________

Description of Item __________________________________________________________________________

Location of Item ______________________________________________________________________________

Inventory Value ________________________________________________________________________________

Reason for Disposal

[ ] Surplus to needs
[ ] Obsolete
[ ] Unsafe
[ ] Damaged, not economical to repair
[ ] Use for parts
[ ] Lost or stolen
[ ] Other (specify below)

Type of Disposal

[ ] Discard
[ ] Sell for Scrap or Junk
[ ] Sell as Surplus Property
[ ] Trade-in (specify against what purchase)**
[ ] Other (specify below)

* Explain circumstances of any theft, loss, accident, or causality loss (such as fire). Also, report any
theft or loss to Safety/Security immediately upon discovery as a separate action.

** This Request and Purchase Requisition for new item(s) should be submitted together if item is
being proposed for trade-in.

Explanation or Comments:

Property should not be disposed of until disposal request is approved.

Department Head ____________________________________________

Vice President ______________________________________________ 

__________________________________________________________

Removed from Inventory by ____________________________ Date __________________________

Actual Method of Disposal __________________________________

Date __________________________________

WHITE - Administration-Inventory Coordinator
CANARY - OBIA-Accounting
PINK - Department