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 - OBA-Accounting PINK - Department