

# 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 items(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