

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 – OBA-Inventory Coordinator
OBA-12/13

CANARY – OBA-Accounting

PINK – Department