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 casualty 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 CANARY – OBA-Accounting PINK – Department

OBA-12/13