

UNIVERSITY OF ARIZONA®
 Procurement & Contracting Services
 Surplus Property Office
 PO Box 210458
 Tucson, AZ 85721
 (520)621-1754
 Fax: (520)798-0719

REQUEST FOR AUTHORIZATION TO DISPOSE OF PROPERTY

DEPARTMENT _____ DEPT# _____
 BLDG _____ ROOM _____
 CONTACT PERSON _____ TELEPHONE _____

- Condition Codes**
 1-Excellent
 2-Good
 3-Fair
 4-Major Repairs
 5-Salvage

I confirm that the following conditions have been met:

- All sensitive data, including software, has been removed from computer equipment
- Equipment does not contain any radioactive materials, hazardous material, PCP, is not biologically contaminated, etc.
- The equipment is cleared of federal requirements and it can be disposed

Authorized Signature: _____ Title: _____
 Exception: If this is an interagency transfer, authorized signers from both departments must sign, then fax to Property Management, 621-9195

Authorized Signature: _____ Title: _____

Check Appropriate Box:
 Turn into Surplus Property _____ Trade-In to: _____ Special Bid Sale _____ Interagency Transfer to: _____
 Check here if Estimated Value = Min. acceptable bid _____ Other _____ LOC _____

Cond Code	Description	Manufacturer	Model Number	Serial Number	A-Tag Number	Acq Date	Est Value	Qty	Purchase Account	Surplus Number

Approved _____ Disapproved _____ Received By: _____
 _____ Date _____
 Surplus Property Office _____ Date _____
 Surplus Property _____ Date _____