



### ASSET DISPOSAL REQUEST

CUSTODIAN NUMBER AND NAME		DATE (MM/DD/YYYY)
Choose from drop down		
PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION
OSUIT: 1801 East 4th St., Okmulgee, OK 74447		

**\*\*ASSETS CONTAINING HAZARDOUS OR RADIOACTIVE MATERIALS MAY NOT BE REMOVED FROM DEPARTMENT FOR DISPOSAL UNTIL SUCH HAZARDS HAVE BEEN REMOVED AND CERTIFIED BY ENVIRONMENTAL HEALTH AND SAFETY AND/OR THE RADIOLOGICAL SAFETY OFFICER. CERTIFICATION OF HAZARDOUS MATERIALS REMOVAL MUST ACCOMPANY THIS FORM.**

<b>REMOVAL SECTION:</b>	<b>DOES ITEM CONTAIN HAZARDOUS MATERIAL?</b>	<b>CONDITION CODES:</b>
R1 - LOST R2 - STOLEN R3 - N/A R4 - SURPLUS OPERATIVE R5 - SALVAGE R6 - TRADE IN R7 - RETURN TO TITLE HOLDER R8 - SOLD	YES OR NO	1. NEW 2. USED-GOOD 3. USED-FAIR-POOR 4. REPAIRS REQUIRED-GOOD 5. REPAIRS REQUIRED-POOR 6. SALVAGE 7. SCRAP

ASSET TAG NO(S)	RS	SERIAL NO, ITEM DESCRIPTION, MFG/MODEL	YES OR NO	CURRENT LOCATION	COND CODE	REASON FOR DISPOSITION	ORIGINAL VALUE	CURRENT VALUE
TOTAL VALUE OF DELETIONS							\$ 0.00	\$ 0.00

CUSTODIAN REQUESTS DISPOSITION BY:  PP PICK UP AND  SEALED BID  DEPT AUCTION  SURPLUS AUCTION OTHER (NO PICKUP NEEDED EXPLANATION REQUIRED)

COMMENT: \_\_\_\_\_ Auction Year

FOR MORE INFORMATION ON DISPOSALS CONTACT:  
 NAME: \_\_\_\_\_ EXTENSION: 4970 EQUIPMENT LOCATED AT: \_\_\_\_\_

**RELEASING DEPARTMENT CERTIFICATION**  
 "I relinquish inventory accountability for the above described equipment."  
 PLEASE NOTE: THIS FORM MUST BE APPROVED BY DEAN OR VICE PRESIDENT IF EQUIPMENT IS REMOVED FROM INVENTORY

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_  
 DEPARTMENT HEAD VICE PRESIDENT OF FISCAL SERVICES