

BGSU Equipment Disposal Form

Complete this form when disposing of items with an original cost of more than \$3500.

General Information:

Reason:	Tag No.	Description	Location - Room/Building	Qty

*If Missing/Lost/Stolen, was a Security Report Filed? Yes No

*If transferred to a different department, enter name of department

Comments:

By signing this form, I declare the Dean, Dept. Chair or Director has authorized me to dispose of this asset.

Signature: _____ Dept Name: _____ Phone No: _____

Print Name: _____ Department Budget: _____ Date: _____

For questions concerning this form, contact the Controller's Office @ 2-8596

Send completed form by fax or email to:

Computer-related equipment: ITS @ 2-7723 or tsc@bgsu.edu

Other equipment: Warehousing @ 2-0322 or warehouse@bgsu.edu

To view the Surplus Property Procedures, go to: <https://www.bgsu.edu/content/dam/BGSU/finance-and-administration/postal-services/documents/Surplus-Property-Procedures-pw.pdf>

Item Received at Warehouse: _____
NAME DATE

Reviewed by ITS/Business Operations: _____
NAME DATE Print Form