



INVENTORY CONTROL PROPERTY DISPOSITION

Related Index:

Dept. disposing of property _____

Date: _____

ITEM	KSU Tag Number	Description of Property	Serial Number	Disposal Code (see below)	Comments	Final Disposal Code (for use by UFM)
1						
2						
3						
4						
5						
6						
7						
8						

Disposal Codes: **P** = Picked up by UFM for disposal
J = Junked
ST = Stolen (attach copy of police report)

T = Traded in (list PO number of new equipment in Comments section)
S = Sold
L = Lost
D = Destroyed

Dept. disposing of property: _____ Signature of department head disposing of the property: _____	<p align="center">** Please note: If you are transferring property to another organization/department, please use the "Inventory Control Change in Status" form instead.</p>
---	---

If computers are included in this disposal, I certify that we have acted with due diligence to delete all sensitive data from the hard drives:		
Signature: _____	Print Name: _____	Date: _____

To request a property pick-up, please complete an online University Facilities Management Work Order to the attention of Jeff Brewster (Receiving and Distribution Supervisor) at <https://flashtrack.kent.edu>

Please make 2 copies of this completed and signed form. Send the original to Inventory Control, 233 Schwartz Center, **attach one copy to the item being disposed** and keep the other copy for your department records.