



**INVENTORY CONTROL PROPERTY DISPOSITION**

<b>Related Index:</b>

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"><b>** Please note: If you are transferring property to another organization/department, please use the "Inventory Control Change in Status" form instead.</b></p>
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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.