REQUEST FOR DISPOSAL OR SALE OF A FEDERAL ASSET

DATE:

DATE, DEPARTMENT NAME & NUMBER ITEM TO BE DISPOSED OF OR SOLD:

REQUESTED BY (NAME, PHONE, E-MAIL):

DESCRIPTION:

UNL #:

ASSET #:

WBS #:

PURCHASE ORDER #:

ACQUISITION DATE:

PURCHASE AMOUNT:

REQUESTED DISPOSAL TYPE:

**COMMENTS:**

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SPONSORED PROGRAMS APPROVAL:

SIGNATURE:

DATE:

**COMMENTS:**

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COPY OF REQUEST TO SPONSOR & RESPONSE (IF RECEIVED) ATTACHED – COPY SENT TO INVENTORY