

**Request for Disposal of
EXCESS, SALVAGE, OR TRADE-IN INVENTORY ITEMS**

SECTION 1:

Name (Please Print): _____ Ext. _____ MS _____

Department/Unit: _____ Location: _____

Best time for Access: _____

Excess to this department (regardless of condition) **Send form to Service Requests (MS 1270, svcreqs@boisestate.edu)**

Location of item(s) _____

Trade-in (Purchasing Requisition attached) **Send form to Purchasing (MS 1210, Ext. 61107)**

Sale (Attach memo requesting sale and dept. ID for cost of Ad) **Send form to Purchasing (MS 1210, Ext. 61107)**

Donation to external entity (Attach memo requesting donation) **Send form to Purchasing (MS 1210, Ext. 61107)**

BSU Tag No. Or Serial No.*	Description	Condition**	Current Value	Receiving Use Only (Disposition)

* Please put serial number if no BSU tag number For additional items use 2nd page

**Condition: E – Excellent G – Good F – Fair R – Repairable U – Unusable Scrap

Date: _____ Signed: _____
(Department Head)

Check box if you want a copy of completed form to be returned to Department/Unit

SECTION 2: For Purchasing Department Use Only:

State Property Disposal Request prepared.

Items for trade-in on P.O. # _____ Date: _____ Signed: _____

SECTION 3: OIT Use Only:

Processed PC/Storage Device _____ Date: _____ Signed: _____

SECTION 4: For Receiving Use Only:

Items picked up from department Enter Disposition in Section 1.

Reviewed for PC/Storage Devices _____ Date: _____ Signed: _____

SECTION 5: For Inventory Control Use Only:

Removed from Inventory listing _____ Date: _____ Signed: _____

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