



Cleveland State University

Property Control Department

DISPOSAL OF STATE OR FEDERAL PROPERTY

INSTRUCTIONS: Please complete Items 1 through 10. For several items use an attached list to describe surplus equipment. Attach all other relevant correspondence and return form to the **Property Control Department, Plant Services Building, Room 201.**

1. Date:
 2. Department:
 3. Request Initiated By:
 4. Item(s) To Be Disposed: Indicate CSU Inventory Tag No., Serial No., General Description, Manufacturer, Model, Size and(or) Color:
 5. Was Item(s) Funded By A Federal Grant? Yes No
 6. Reason For Disposal:
 7. Manner Of Disposal Suggested: Sell Dispose Other (State Below)
 8. Have Other Departments On Campus Been Contacted For Possible Use? Yes No
 9. Has Purchasing Department Been Consulted For Resale, Trade-In, or Auction? Yes No
 10. Department's Chairperson or Director's Signature:
 11. Vice President For Finance And Administration: Approved Disapproved
- Signature: _____ Date: _____
12. Property Control Information: