

Date: _____

Inventory Removal Request

1. Department name and unit code: _____

2. Equipment to be removed:

Inventory #	Description	Purch. Date	Cost	Depr. Value

3. Reason why removal is requested:

(See instructions on page 2 for further details)

- Stolen
- Cannibalization
- Donation
- Sale/Sealed Bid/Auction
- P.I. Transfer
- Other: Please explain

4. Department Signatures:

Department Chair

Department Inventory Contact

Approval Signatures:

Inventory Supervisor

Property Manager

* Please attach any supporting documentation and a letter of justification. When completed, send this form and the supporting materials to Office of Accounting, Inventory, at campus mail code K5306.

Inventory Removal Request Instructions

1. Department name and unit code: Please fill in your department name and the seven-digit unit code that the equipment belongs to. This information can be found on *DEFINE's NV1 screen by placing a 1 next to the item that you would like to transfer.
2. Equipment to be removed: Please fill in the inventory number, equipment description, purchase date, and original cost of the equipment in this section. This information is available from *DEFINE's NV1 screen number 1. For capitalized items, the depreciated value will also be listed on NV1 screen 1; however, the depreciated amount for all controlled items is not listed on this screen. A depreciated value for controlled items can be calculated with a straight line depreciation method using the useful life of the equipment and the original cost, both found on NV1 screen 1.
3. Reason why removal is requested: A letter of justification on department letterhead, stating the circumstances and reasoning for the removal, must accompany all requests. Supporting materials for the following types of requests must also be included:

Stolen Items: Stolen property must be reported to the proper police authorities within 48 hours of identifying a theft of personal property has occurred. A copy of the official police report that was filed must accompany the letter of justification and form.

Cannibalized: If there are going to be any remaining parts from the cannibalization, the request should also include a report of transfer of equipment to send the spare parts to Surplus. If all of the pieces will be used when the item is cannibalized, the Inventory Barcode Tag should be removed and attached to this form.

Donation: For any donations done outside of Surplus, approval must first be requested. After approval is granted and before removing the equipment, Inventory will need a copy of a signed letter from the receiving organization verifying that the equipment was received.

Sale/Sealed Bid/Auction: For any sales done outside of Surplus, approval must first be requested. After approval is granted, Inventory will need a copy of the cancelled check before the item can be removed.

4. Department Signatures: Both the Department Chair and the Department Inventory Contact should print and sign their names at the bottom of the form.