



# REQUEST FOR DISPOSAL OF UNIVERSITY PROPERTY

**DATE:** \_\_\_\_\_

**TAG #:** \_\_\_\_\_

**DESCRIPTION (INCLUDE SERIAL/MODEL #):** \_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**D (DISPOSAL) OR S (SALE) OF ASSET:** \_\_\_\_\_

**IF SALE, LIST THE BUYER AND PROPOSED SALES PRICE (PROVIDE  
DOCUMENTATION IN WRITING):** \_\_\_\_\_  
\_\_\_\_\_

**REASON FOR DISPOSAL:** \_\_\_\_\_  
\_\_\_\_\_

**REQUESTER:** \_\_\_\_\_

**CABINET MEMBER APPROVAL:** \_\_\_\_\_

**ARE THESE FUNDS REQUESTED TO BE USED FOR PURCHASE OF  
REPLACEMENT(S)?** \_\_\_\_\_

**ACCOUNTING OFFICE:**

**NBV OF ASSET:** \_\_\_\_\_ **EST GAIN(LOSS)** \_\_\_\_\_

**CFO APPROVAL SIGNATURE:** \_\_\_\_\_