

DISPOSAL FORM

SEND OR FAX COMPLETED FORM TO:

1. University Facilities Customer Service
custserv@facilities.buffalo.edu
or fax 645-5965
AND
2. Asset Management:
ubs-assetmanagement@buffalo.edu

Retain a copy in your departmental file for audit purposes **and** attach a copy to each item.

WORK ORDER # _____

UB Facilities will email the Work Order # to the Requestor.
This number must appear on the form attached to the item.

DISPOSAL # _____

Departments may assign their own disposal number.

**IT IS ILLEGAL TO REMOVE EQUIPMENT/FURNITURE
WITHOUT PROPER FORMS ON FILE.**

THIS FORM IS FOR ITEMS IN "POOR" OR "SCRAP" CONDITION.

Date _____

Requestor _____ Email _____ Phone _____
Print/type name

Department _____ Inventory Account # _____

Location for pick up _____

(Different locations require separate forms)

Qty	Asset #	Serial #	Mfr.	Model	Description

The signatures below ascertain that the condition of the above listed items are in "poor" or "scrap" condition and authorizes their disposal. Also, the signatures below certify that the equipment listed is free from any and all radioactive or hazardous materials.

Signature of Dept. Inventory Coordinator _____

Print/type Inventory Coordinator name _____

Email address _____

Signature of Department Head _____

Print/type Department Head name _____

This form must contain two separate authorized signatures as indicated.

Disposal is handled through University Facilities. For questions regarding pickup, call University Facilities at 645-2025. To learn more about equipment disposal or UB SWAP, call Asset Management at 645-2619 or visit <http://www.buffalo.edu/administrative-services/managing-procurement/ub-asset-management.html>.