

Disposal Form

Property Control

Do you need the Physical Plant to dispose of the item(s)?
 Y/N _____
 If yes, have you submitted a Work Order? Y/N _____

Save a copy of the form to your PC, complete it, and email it to wsupropertycontrol@wichita.edu. Complete additional forms if you have more than 13 items or attach your internal list (document) that includes those items with this form.

Property Number (Serial number if no Property Number)	Item(s) to be Disposed (1 item per line. Include make & model.)	Data Erased Y/N	Comments (Please include the equipment condition and let us know if this is an item that will be auctioned or sold.)	Original Cost (PC use only)	Disposition (Warehouse use only)

Disposals ONLY

Date _____ Name (print) _____ Ext. _____ Email _____
 Dept. Requesting Disposal _____ Dept. Head/Supervisor Requesting Disposal Signature _____ Date _____

Disposition Codes For Warehouse Use Only

E-Cycle	E
Sell to FSP Participant	F
501 (c)(3) Donation	G
Sell to Junkyard (KSA 68-2203)	J
Trans to Other State Agency	K
Sell on Purple Wave Auction	P
Redistribute to Another Dept.	R
Haul to Landfill	T

Computer Data & Program Removal Acknowledgment

All data and programs on PCs or IT equipment must be removed to comply with software agreements and prevent data theft. IT must clear any applicable equipment before items can be redistributed, sold, donated, salvaged, or disposed. Get the proper signature if you have these types of items on your list.

Computer Technician Signature _____ **Date** _____ **TDX Ticket#** _____

PC & Warehouse Use Only. PC Process Date _____ PP Return Date _____ Property Control Int. _____ Date _____
 Physical Plant Supervisor Int. _____ Date _____