Facilities Equipment Disposal Form 17-401e

This form is to be used when disposing of a piece of equipment currently on the college equipment inventory.

Date of Disposal _____

Check one:

☐ Sold ☐ Traded In ☐ Stolen ☐ Junked ☐ Lost ☐ Donated to: _____

NC State Tag #	Serial #	Description

Approval of Disposal

_____ _____ _____ _____
Initiated Disposal by Date Dean/Supervisor Approval Date

_____ _____ _____ _____
Area Vice President Approval Date Vice President of Business & Finance Date