

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PROPERTY DISPOSITION FORM**

Use this form to authorize:

- The loaning of capital equipment to another University or Organization
- The cannibalization of capital equipment for useable parts
- The disposal of capital equipment by the user or department

INSTRUCTIONS:

Complete the form below with the UAH Inventory Number, the Item Description and the Method of Disposal (Cannibalized, Trashed, Scrapped, etc.) or the identification of loaned equipment. Please use the comment section to provide justification for property disposal or list the receiver, location and agreed conditions for any property loaned. **NOTE: Anyone taking equipment off-campus is responsible for replacement or repair of that equipment if it is damaged while off-campus. Anyone taking equipment off campus should have adequate insurance in case the equipment is lost or damaged while in the individual's possession. The appropriate signatures by the Department Chairman and Budget Unit Head must be included.** Submit the completed form to Asset Management, Central Receiving Building, Room 100. Call 824-6315 if you have any questions.

Date of disposal or loan: _____

Capital Equipment Disposition

<u>UAH ID NUMBER</u>	<u>DESCRIPTION</u>	<u>DISPOSITION METHOD</u>

Disposal Justification:

Details of Loan Agreement:
 Department Loaning Equipment: _____
 Receiver of Loaned Equipment: _____
 Location of Loaned Equipment: _____
 Length and Condition of Loan: _____

I hereby accept the responsibility for and authorize the disposal of or the loan of the capital equipment listed above. The disposed property has been inspected and has been identified as unusable and/or not repairable.

_____/_____
 Department Chairman Date Budget Unit Head Date