

ASSET DISPOSAL FORM

DECLARATION OF UNUSABLE/OBSOLETE PROPERTY

*UMD recycles obsolete computers, monitors, servers and other office equipment

Do you require moving service? Yes No

If yes, Property Control will initiate facilities work order to have equipment disposed of.

This form is to be used for disposal equipment. Please complete the form and return it to Property Control Office/Power Plant via interoffice mail or send by email to PROPERTYCONTROL@UMASSD.EDU

Requestor Name: _____ Phone: _____

UMD Email: _____ Department: _____

Tag #	Item Description	Mfg.	Model #	Serial #	Location(Bldg/Rm)
Reason For Disposal?					
Reason For Disposal?					
Reason For Disposal?					
Reason For Disposal?					
Reason For Disposal?					

I affirm that I have had CITS remove all data and files from any computer being disposed of.

 Requestor Signature: (Date)

 Dean/Dept Chair/Director (Print) (Signature) (Date)

CITS – Signature Hard Drive Cleansed **Date:** _____

 Property Control (Date)