

UNIVERSITY OF HARTFORD

University Property / Asset Disposal & Transfer Form

****Please complete this form and email to purchase@hartford.edu. (Please put equipment disposal form in the subject line)**

Date _____ Department _____ Fund/Org to be charged _____

Contact Name _____ Ext. _____ Fax _____

LIST THE FURNITURE, COMPUTER AND OR EQUIPMENT TO BE DISPOSED OF AND OR REDEPLOYED

Item Description _____

Size _____ Wood _____ Metal _____ Plastic _____

Model # _____ Serial # _____

University of Hartford Tag # _____ PO # _____

Computer Description: _____

Make & Model _____ University of Hartford Tag # _____

Describe Condition _____

Reason for *Disposal* _____ *Redeploy* _____

Approved By _____
(Requires Dept. Head or Dean's Signature) (Please print name)

****Please send completed form to purchase@hartford.edu.**

For additional lines see page 2.

PICK UP INSTRUCTIONS:

BUILDING _____ ROOM # _____

CONTACT NAME _____ PHONE # _____

DESTINATION _____ DEPARTMENT _____

Special Instructions _____

All Disposal/Transfer Forms are pending prior to review and the approval of both the Director of Procurement and the Facilities Department for compliance with University Departmental Policies, Procedures, and Guidelines which includes required State mandates and Best Business Practices.

Upon completion of all approvals and reviews the Facilities Department will process a work request.

Note: *Extra Fees may be associated with any Furniture or Equipment Disposal/Transfer request. These fees may include, but are not limited to Disposal Costs and/or Hazardous waste disposal fees.*

APPROVED BY: _____ **DATE:** _____

(Requires Director of Procurement Services Signature)

Item Description _____

Size _____ Wood _____ Metal _____ Plastic _____

Model # _____ Serial # _____

University of Hartford Tag # _____ PO # _____

Computer Description: _____

Make & Model _____ University of Hartford Tag # _____

Describe Condition _____

Reason for *Disposal* _____ *Redeploy* _____

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