

ROSE HULMAN INSTITUTE of TECHNOLOGY ASSET DISPOSITION REQUEST FORM

USE of FORM

This form is required to be completed for all Institute property requested to be sold, traded, scrapped or determined to be surplus. Please complete the information below and forward to Administrative Services for review, approval, and item pickup.

Description of Item

Date of Request: _____

RHIT Tag # _____ IAIT Tag # _____

Asset Description _____

Make _____

Model _____

Manufacturer _____

Serial Number/VIN _____

Condition of Item

Item is broken/damaged Estimated value of \$

Item re-usable/R.O.S.I.E. ReStore

Item has been lost or stolen Item to be traded in

Item Location: _____ Contact Name and Extension: _____

Bldg: _____

Room: _____ Dept. Head Signature: _____

For Internal Use Only by Admin Services/IAIT/Facilities (initial boxes)

RHIT Image was removed by IAIT No grant/funding restrictions exist

Item sent to ROSIE ReStore

Item sent to public auction Item scrapped/recycled

