

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 pick-up.

Description of Item

Date of Request _____

RHIT Tag # _____ IAIT Tag # _____

Asset Description _____

Make _____

Model _____

Manufacturer _____

Serial Number/VIN _____

Item Location:

Bldg: _____ Contact Name and Ext _____

Room: _____ Department Head Signature _____

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 _____

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