



ASSET DISPOSAL FORM

DECLARATION OF UNUSABLE /OBSOLETE PROPERTY *By completing this form, you are certifying that assets listed have been properly disposed.*

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

Do you require moving service? Yes No

****Note: ALL IT equipment must be picked up by CITS to be disposed of properly. Please complete an IThelp service request in Quicklaunch and attach this form. (save it as a pdf)**

Requestor Name: _____

Phone: _____

UMD Email: _____

Department: _____

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

Requestor Signature: _____

(Date) _____

Dean/Dept Chair/Director (Print) _____

(Signature) _____

(Date) _____

CITS – Repurposed Signature

Date: _____ Tag#

NEW Custodian

Location:
Date:

CITS DISPOSED:

PROPERTY CONTROL:

Date: