

Disposing of Hazardous Items
To dispose of hazardous materials,
contact the Facilities Management
Department at 614-287-5444.

Do not use this form to transfer IT & AV equipment
such as computers and printers. Call IT Help Desk
at extension 5050 for instructions.

**Surplus Property & Supplies
Disposal/Transfer Form**

Contact Information

Name of Person Initiating Disposal/Transfer

E-mail

Department

Extension

Building

Room Number

Description of Surplus Item(s)	Quantity	Make (if applicable)	Model (if applicable)	Serial Number (if applicable)	CSCC Asset Tag (if applicable)	Building & Room Number of Item

(If additional space is required, please add a second page).

Approval For Transfer (Section Required for Transfers Only.)

Print Name: Cost Center Manager

Signature: Cost Center Manager

Date

Are these items needed by another CSCC Department? Yes No If Known, please list

Approval For Disposal (Section Required for Disposals Only.)

Print Name: Cost Center Manager

Signature: Cost Center Manager

Date

Print Name: Cabinet Member

Signature: Cabinet Member if purchase price >\$100

Date

This form is used to request the transfer or disposal of surplus property and supplies. The form needs to be approved by a cost center manager and the cabinet member for disposals and a cost center manager to transfers. After final approval, send the form to Mail Services and Warehouse Supervisor located in DX-008. Only submit after all approvals are received.

*Upon notification that this form is approved, Department needs to **Schedule a Pick Up** via the Facilities Management Work Order hotline at 614-287-5444.*

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