



**University of Colorado Boulder - Office of Contracts and Grants
Sponsored Project Equipment Disposition Request Form**

Tag #	Description	Acq. Date (mm/yy)	Project #	Award #	Acq. Cost	Condition Code*	Reason for Disposition	Method of Disposition*

* Additional information can be found on Page 2 of this Form.
Please note that additional information in regard to disposals via Facility Management can be found here: <http://www.colorado.edu/facilitiesmanagement/distmail/property/disposal.html>

Requester Signature

Requester: _____ Requester Email Address: _____
 Department: _____
 Signature & Date: _____

OCG Approval

Approver: _____ Approver Email Address: _____
 Signature & Date: _____



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Condition Code

Indicate, to the best of your knowledge, the current condition of the property in accordance with the following codes:

Condition Code	Brief Description	Expanded Definition
1	Excellent	Property, which is in new condition or unused condition and can be used immediately without modifications or repair.
4	Usable	Property, which shows some wear, but can be used without significant repair.
7	Repairable	Property, which is unusable in its current condition but can be economically repaired.
X	Salvageable	Property, which has some value in excess of its basic material content, but repair or rehabilitation impractical and/or uneconomical.
S	Scrap	Property, which has no value except for its basic material content.

Method of Disposition

The disposition of recorded items may not always require physical collection and disposal. There are a number of possible methods for disposition, each requiring specific conditions and processes. Below is a summarized chart of all disposal methods. Indicate which Method applies to each property item.

Method of Disposition	When to Use
Excess	Item is inoperable, obsolete, and/or no longer needed. Upon OCG approval, coordinate this disposition with Facilities Management .
Return to Manufacturer	Item is returned to vendor for full credit (less stocking fee if applicable). Upon OCG approval, coordinate this disposition with Procurement Service Center .
Trade Up	Item is used as a trade-in for credit on a new purchase. Upon OCG approval, coordinate this disposition with Procurement Service Center .
Transfer to Outside Institution	Item is transferred at no cost to another university or non-profit research institution.
Return to Employee	Item is owned by CU and will leave when an employee terminates employment.
Ship to Sponsor	Item is returned to sponsor (or provided to sponsor as a deliverable).
Duplicate Record	Item is listed in PeopleSoft Asset Management (PS-AM) twice.
Stolen	Item is reported stolen – must file a police report .
Non-Capital	Item is not capital equipment and should be re-classified as such.
Cannibalization	Item is being disassembled for parts to use on other equipment.