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Overview: This form should be completed any time tagged equipment or untagged non-capital property will be disposed of using any of the outlined methods below (with exception of non-capital EXCESS items). If sponsored project non-capital property is being transferred to another institution, list those items on this form even though they are not in PeopleSoft Asset Management (PSAM). This form will follow an approval path and items cannot be released for disposal until all offices have signed off on the equipment. In order to initiate the process for disposing of tagged equipment or untagged non-capital property purchased with sponsored project funds, please complete this form and make sure to upload any required supplemental documentation.

Code	Method of Disposition	When to Use
EX	Excess	Item is inoperable, obsolete, and /or no longer needed.
RM	Return to Manufacturer	Item is returned to vendor for full credit (less stocking fee if applicable)
TI	Trade in	Item is used as a trade-in for credit on a new purchase
TD	Transfer to Another Department	Item is transferring from one CU department inventory to another CU department inventory.
TOI	Transfer (or donation) to Outside Institution	Item is transferred to another university or non-profit research institution.
RS	Return to Sponsor/Deliverable	Item is returned to sponsor, according to the terms of the award or instructions from the sponsor
C	Cannibalization	Item is being disassembled for parts to use on other equipment.
ST	Stolen	If an item is reported stolen, a police report must be filed in addition to this form.
SA	Sale	Item is being sold to an external party.

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

Please Note: For transfers to an outside institution, a letter signed by the relinquishing department chair/director is also required in addition to this form. In some cases, external transfers will also undergo review and approval by the Research & Innovation Office.

* indicates a required field