

# INVENTORY DISPOSAL REQUEST

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Please complete the following information for equipment, furniture, computer and monitors that are no longer needed or are no longer in working order.

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Description and location	Inventory tag #	Serial #	Condition
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Person requesting disposal:	Email	Phone
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Submit form to: Dorinda Miller [dkmiller@illinois.edu](mailto:dkmiller@illinois.edu) . You will be contacted regarding a time for moving items to the cage in the loading dock area of Turner Hall. Nothing should be placed in hallways or in front of the cage. Business office staff will not move items to the cage. If item is too large for you or your staff/students to move to the cage please note that as well as location of the item on this form.

Form updated: July 23, 2012