

OAS Inventory Disposal – under \$5,000

The form is to be utilized to document the disposal of outdated, obsolete or damaged equipment, tools and/or computer equipment. The single item purchase value must be under the \$5,000 threshold.

Note: Assets with a purchase value of over \$5,000 will be disposed via USF Asset Management procedures

PART 1: TO BE COMPLETED BY THE REQUESTING OAS DEPARTMENT OR DIVISION

Requester

Name:	
Phone:	
Email:	
Dept. Name:	

<input type="checkbox"/>	Damage	<input type="checkbox"/>	Obsolete		
<input type="checkbox"/>	Excess	<input type="checkbox"/>	Unlocated/Stolen: Justification and/or Police Report Attached		
Operating Unit	Fund	Department ID	Product	Initiative	Project

OAS Tag Number	Description	Location	Condition	Est. Value

Department/Division Director

Printed Name	Title	Signature	Date

PART 2: TO BE COMPLETED BY OAS LOGISTICS & SOURCING

Printed Name	Title	Signature	Date

<input type="checkbox"/>	Donation (attached non-profit receipt or letter of acceptance)	<input type="checkbox"/>	USF IT (attached work order)
<input type="checkbox"/>	Trade In (Attach PO or Requisition with trade in information listed)	<input type="checkbox"/>	Cannibalization- Date:
<input type="checkbox"/>	Salvage/Surplus (attached receipt or vendor ticket)	<input type="checkbox"/>	Other- Provide comment:

Please submit completed and signed form to ASBC-Sourcing@usf.edu.