



Department Inventory Disposal Form

Disposal of ISU Property must be approved by C.P.I.S prior to Disposal

Department: _____

ISU Tag #	Item Description	Dell Service Tag# or Serial Number	Cond. <i>(see below)</i>	Disposal Code <i>(see below)</i>	Reason	Current Location

Disposal Codes:

- 1. Transfer To Another State Of Idaho Agency
- 2. Public Sale: Auction or Sealed Bid
- 3. Leased Property Returned
- 4. Recycle or Sell For Scrap
- 5. Unusable - Ship To Local Dumpsite
- 6. Other _____

- 7. *See NOTE below*
- 8. Scrap for Parts
- 9. Return To Granting Agency

Condition Codes:

- (E) Excellent
- (G) Good
- (F) Fair
- (R) Repairable
- (U) Unusable

NOTE: Code 7 - Use the Lost or Stolen Inventory Disposal Form located on the purchasing website under Surplus

Send to: invent@isu.edu **Authorized Singature** (dept.head or adminidtrator) **REQUIRED** _____

Contact Email _____

Date _____