Cleveland State University

Property Control Department

DISPOSAL OF STATE PROPERTY

INSTRUCTIONS: Please complete Items 1 through 10. For several items use an attached list to describe surplus equipment. Attach all other relevant correspondence and return form to the **Property Control Department**, **Plant Services Building**, **Room 201**.

- 1. Date:
- 2. Department:
- 3. Request Initiated By:
- 4. Item(s) To Be Disposed: Indicate CSU Inventory Tag No., Serial No., General Description, Model, Manufacturer, Size and(or) Color:

5.	Was Item(s) Funded By A Federal Grant? Yes No	
6.	Reason For Disposal:	
7.	Manner Of Disposal Suggested: Sell Dispose Other (State Below)	
8.	Have Other Departments On Campus Been Contacted For Possible Use? Yes	No 🗌
9.	Has Purchasing Department Been Consulted For Resale, Trade-In, or Auction? Yes	No 🗌
10.	Department's Chairperson or Director's Signature:	
11.	Vice President For Finance And Administration: Approved Disapproved	
	Signature: Date:	
12.	Property Control Information:	