REPORT OF DISPOSAL (UNUSABLE) PROPERTY

Department surplusing equipment should fill out all sections pertaining to equipment.

If the disposable equipment contains a hard drive (computer,laptop, tablet, copier, fax, etc.) please advise IT of the equipment being disposed of prior to sending this form for removal from your department and inventory log

NAME AND ADDRESS OF REPORTING AGENCY	LOCATION OF PROPERTY
FARMINGDALE STATE PROPERTY CONTROL FARMINGDALE, NY 11735	Dept Building Room Contact Phone No

The personal property listed below is no longer required by this agency. For further information about this property contact:

Name: Phone No:

Dept Head Signature: Date:

ITEM	DESCRIPTION	HAZARD CODE*	NO. OF	ASSET NO.	SERIAL NO.	CONDITION

NOTE: SHOULD THE REMOVAL OF THIS EQUIPMENT REQUIRE ANY SPECIAL HANDLING OR EXPEDITING, PLEASE EXPLAIN AND JUSTIFY.

* HAZARD CODE: B = Biological
C = Chemical
R = Radiation
N/A = Not Applicable

If Hazard Codes B, R, or C are used, contact Environmental Health & Safety (x2105) prior to forwarding form to Property Control.