



FIXED ASSET DISPOSAL REQUEST



CUSTODIAN NAME	RELEASING CUSTODIAN NUMBER	DATE (MM/DD/YYYY)
University Accounting	1086003	10/19/2023
PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION
First Last	DR-10/19/23-3	304 Whitehurst, main office 405-744-5865

****ASSETS CONTAINING HAZARDOUS OR RADIOACTIVE MATERIALS MAY NOT BE REMOVED FROM DEPARTMENT FOR DISPOSAL UNTIL SUCH HAZARDS HAVE BEEN REMOVED AND CERTIFIED BY ENVIRONMENTAL HEALTH AND SAFETY AND/OR THE RADIOLOGICAL SAFETY OFFICER. CERTIFICATION OF HAZARDOUS MATERIALS REMOVAL MUST ACCOMPANY THIS FORM**

REMOVAL SECTION:		DOES ITEM CONTAIN HAZARDOUS MATERIAL?		CONDITION CODES:				
R1 - LOST	R4 - SURPLUS OPERATIVE	R7 - RETURN TO TITLE HOLDER	YES OR NO	1. NEW	3. USED-FAIR-POOR			6. SALVAGE
R2 - STOLEN	R5 - SALVAGE	R8 - SOLD		2. USED-GOOD	4. REPAIRS REQUIRED-GOOD			7. SCRAP
	R6 - TRADE-IN				5. REPAIRS REQUIRED-POOR			
ASSET TAG NO(S)	RC	ITEM DESCRIPTION, MFG/MODEL, SERIAL NO	YES OR NO	CURRENT LOCATION	COND CODE	REASON FOR DISPOSITION	ORIGINAL VALUE	CURRENT VALUE
NA-1	R4	2 plastic paper trays	NO	304 WH	2	not needed	26.98	1.00
NA-2	R4	wooden desk	NO	304 WH	2	not needed	768.00	15.00
NA-3	R4	long wooden utility table	NO	304 WH	2	not needed	335.95	25.00
NA-4	R4	Dell desktop computer Optiplex 5050, sn 4BC8MYC	NO	304 WH	5	not working	899.00	5.00
NA-5	R4	1 box of miscellaneous office supplies (staples, hilighers, file folders, copy paper)	NO	304 WH	2	not needed	35.00	5.00
NA-6	R4	Aarco wooden podium stand	NO	304 WH	3	not needed	1,019.00	12.00
269979	R5	Dell laptop computer Latitude 5530, sn 9RJDMBI	NO	304 WH	6	not working	2,238.75	26.64
280329	R4	Dell laptop computer Latitude 5400, sn 3GPXQS1	NO	304 WH	3	obsolete	1,308.00	8.00
NA-7	R4	HP LaserJet Printer P3015, sn CND369AB2	NO	304 WH	6	not working	79.00	1.00
TOTAL VALUE OF DELETIONS							6,709.68	98.64

CUSTODIAN REQUESTS DISPOSITION BY: FM PICK UP AND SURPLUS AUCTION SEALED BID DEPT AUCTION OTHER (NO PICKUP NEEDED, EXPLANATION REQUIRED)

COMMENTS:

CONTACT INFORMATION FOR PICKUP:
 NAME: **First Last** EXTENSION: **405-744-5685**

RELEASING DEPARTMENT CERTIFICATION
"I relinquish inventory accountability for the above described equipment."
 PLEASE NOTE: THIS FORM MUST BE APPROVED BY DEAN OR VICE PRESIDENT IF EQUIPMENT IS REMOVED FROM INVENTORY

SIGNED: Signature Here 10/19/23 DATE
 DEPARTMENT HEAD

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 DEAN OR VICE PRESIDENT