**Stephen F. Austin State University**

**SALVAGE PROPERTY REQUEST FORM**

**Departments must get Property Office approval BEFORE disposing of**

**or cannibalizing SFA property.**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Department** | **Phone #** | **Fax #** | **Box #** | **Equipment Manager** |
|  |  |  |  |  |  |

1. **List the property below that is to be disposed of or cannibalized**
2. **Email this form to the Property Office at** [**property@sfasu.edu**](mailto:property@sfasu.edu) **for approval of the disposal method or other instructions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SFA Inv #** | **Description** | **Purch Date** | **Purch**  **Cost** | **Method of Disposal** |  | **Date of Disposal** |
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**PROPERTY OFFICE APPROVAL OF DISPOSAL**

**SIGNATURE Property Office Printed Name Date**

1. **After receipt of this signed form from the Property Office showing approval, the property may be disposed of in the manner listed**
2. **Fill in the Date of Disposal for each item**
3. **Sign below**
4. **Mail the signed original form to the Property Office at Box 13030**

**By signing below, I certify that the property listed above was destroyed and disposed of according to procedure and all inventory tags and usable parts were removed.**

**SIGNATURE Equipment Manager Printed Name Campus ID #**

(Department Head)