

Name _____

CWID _____

Department _____

Location _____

Request Type

- Disposal
 Transfer
 Donation
 Employee Purchase/Donation

Equipment

ITS Tag	Manufacturer	Model	Serial Number

Reason for Disposal (check all that apply)

- Device no longer functional
 Donating equipment (other than to employee)
 Transferring equipment to another department
 Giving computer to employee or employee purchase
 Computer antiquated, no longer useful
 Stolen
 Damaged beyond repair
 Other

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

FOR ITS USE ONLY:

ITS Approval _____

Date _____

Was the asset securely erased and/or reformatted?

Yes No

Was the asset disconnected from ServiceNow?

Yes No