



Department Inventory Disposal Form

Disposal of ISU Property must be approved by C.P.I.S prior to Disposal

Department: _____

ISU Tag #	Item Description	Dell Service Tag# or Serial Number	Cond. (see below)	Disposal Code (see below)	Reason	Current Location

Disposal Codes:

- 1. Transfer To Another State Of Idaho Agency
- 2. Public Sale: Auction or Sealed Bid
- 3. Leased Property Returned
- 4. Recycle or Sell For Scrap
- 5. Unusable - Ship To Local Dumpsite

- 7. Lost
- 8. Scrap for Parts
- 9. Return To Granting Agency

Condition Codes:

- (E) Excellent
- (G) Good
- (F) Fair
- (R) Repairable
- (U) Unusable

6. Other _____



Send to: invent@isu.edu

Authorized Signature (Dept. Head or Administrator) _____

REQUIRED Contact Email _____

Date _____