

UNAUTHORIZED DISPOSAL FORM

An Unauthorized Disposal is when equipment or software is cannibalized, exchanged, terminated, destroyed, removed by a vendor, externally transferred, or traded-in without obtaining proper authorizations. In order for the asset to be retired using the unauthorized method of disposal coded below, verification is required using the corresponding acceptable method of proof.

An Improper Disposal is when equipment is unilaterally sold, donated, thrown away, or scrapped; or the department is unable to provide the acceptable method of proof for an unauthorized disposal. Do not use this form for Improper Disposals. All improper disposals require the asset to be retired as a Write-Off and the department will need to complete an Inventory Action Plan found on the Property Management web page under Forms. link: [InventoryActionPlan](#)

DEPARTMENT: _____ **Date:** _____

The following listed equipment was released or disposed of without obtaining proper authorizations.

Decal: _____ Code Decal: _____ Code Decal: _____ Code

UNAUTHORIZED METHOD OF DISPOSAL	ACCEPTABLE METHOD OF PROOF
C annibalized	Decal and/or remaining parts verified
E Xchanged	Vendor documentation (warranty) and new asset information provided
S oftware Termination	Search computer to verify software has been removed
D estroyed	Decal and/or remaining parts verified or insurance claim information provided
V endor Removal	Provide PO # _____ for repair/replacement part
E xternal Transfer	Shipping documentation showing asset returned to Sponsor or Vendor
T rade-In*	Provide PO # _____ with quote showing trade-in allowance

*For Trade-Ins only, the department will need to submit an Asset Retirement Global document, reason: Trade-In for the listed asset and attach this fully signed form.

Department to Complete:

Federal and University guidelines, policies, and procedures state any movement, loan, responsibility change, maintenance, and retirement of capital equipment must be recorded in the Capital Asset Management (CAM) database. In order to protect the University and Departments from improper disposals, multiple authorizations are required when equipment is being released or disposed of.

Provide comments explaining why guidelines, policies, and procedures were not followed and future steps to avoid unauthorized disposals:

Required Signatures:

Dept. DPC Signature: _____ **Date:** _____

Asset Rep/PI Signature: _____ **Date:** _____

Dept. Head/Director Signature: _____ **Date:** _____

Return this signed form to BFS_Property_Management@mail.colostate.edu or 6003 Campus Delivery.

FOR PROPERTY MANAGEMENT USE ONLY

VERIFIED BY: _____ **DATE:** _____