

Office of Research Administration

NOTIFICATION OF EQUIPMENT DISPOSAL

Lifespan Admin Silver Tag Number	Description of Equipment	Reason for Disposal	Date of Disposal*

Manner of Disposal: Sold _____ Scrapped _____ Donated _____ Transferred _____

Sale Price \$ _____

Sold to: _____

Donated to: _____

Transferred to: _____ (Attach Relinquishing Statement if applicable)

***Computer Disposal: Heat Ticket # _____ Date of Request: _____**

***Disposal of Computers: You must complete a Heat Ticket to arrange for IS to scrub the item prior to disposal. Information Services, Help Desk at X46381 and through <https://lifespan.saasit.com/>**

Principal Investigator Signature or designate

Date

Contact: Email: _____

Phone: _____

Print authorized person name

Complete and return to the Office Research Administration/Grants and Contracts (ORA/G&C), Coro West 1.300. Any questions, please contact Leslie Simone at 4-8696.

cc: Sandra Morgan, Accountant, AMC Finance (with equipment record)