

Utah State University
REQUEST TO RETIRE ASSETS

NOTE: This form is to be used **only** when assets are stolen, lost, canniblaized or lease purchase option is not exercised. Assets that are of minimal value and do not appear to be worth tracking **will not** be removed using this form; assets **must** be disposed of through Surplus Sales.

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|---------------------------|-------------------------------|-------------------|------|
| DEPARTMENT NAME | UMC | DPA TELEPHONE NO. | DATE |
| DEPARTMENT HEAD SIGNATURE | DEAN/VICE PRESIDENT SIGNATURE | | |

| Inventory Number | Description | Serial Number | Responsible Person | Reason for Removal (i.e. Lost, Stolen) |
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