NAME AND ADDRESS OF REPORTING AGENCY	LOCATION OF PROPERTY
FARMINGDALE STATE PROPERTY CONTROL FARMINGDALE, NY 11735	Dept Building Room No Contact Person Phone No

REPORT OF DISPOSAL (UNUSABLE) PROPERTY

Department disposing of equipment should fill out all sections pertaining to equipment.

If the equipment being disposed of contains a hard drive (computer, laptop, tablet, copier, fax, etc.) please advise IT of the equipment being disposed of prior to sending this form for removal from your department and inventory log

The personal property listed below is no longer required by this agency. For further information about this property, contact:

Name: Phone No:

Dept. Head Signature: Date:

ITEM	DESCRIPTION	HAZARD CODE*	NO. OF	ASSET NO.	SERIAL NO.	CONDITION

NOTE: SHOULD THE DISPOSAL OF THIS EQUIPMENT REQUIRE ANY SPECIAL HANDLING OR EXPEDITING, PLEASE EXPLAIN AND JUSTIFY.

* HAZARD CODE: B=Biological R=Radiation C=Chemical N/A=Not Applicable

If Hazard Codes B, R, or C are used, contact Environmental Health & Safety (x2105) prior to forwarding form to Property Control.