



REQUEST TO REMOVE UNIVERSITY OF FLORIDA ASSET FROM INVENTORY

DISPOSAL/DONATION/TRANSFER

PHYSICAL LOCATION OF ASSET: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR ASSET: \_\_\_\_\_

DESCRIPTION OF ASSET: \_\_\_\_\_

UF DECAL NUMBER: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

REASON FOR DISPOSAL/DONATION/TRANSFER: \_\_\_\_\_

AGENCY DONATING TO: \_\_\_\_\_

DONATING DEPARTMENT: \_\_\_\_\_

DEPARTMENT TRANSFERRING TO: \_\_\_\_\_

DEPARTMENT TRANSFERRING FROM: \_\_\_\_\_

METHOD TO BE USED TO REMOVE ASSET: \_\_\_\_\_

\_\_\_\_\_

DEPARTMENT/DIVISION SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

DEPARTMENT/DIVISION CHAIR SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

Before doing anything with any asset, please contact U ecca White at 904-244-9478 or email U ecca.White for further instructions.