

Environmental Health and Safety
College Hall 206
Extension 5450

Disposal Requisition Form	
Date: _____	
Department: _____	
Building: _____ Room# _____	
Extension: _____	
Equipment to be disposed	Number of items to be disposed
Monitors	
CPU	
Keyboard	
Printer	
Scanner	
Miscellaneous Office Equipment	
Has Software been removed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	

To be completed by Information Technology Department		
Make/Model	Serial #	MSU Asset Tag
Purchasing Department: _____ Date: _____		