



# Lifespan

## NOTIFICATION OF EQUIPMENT DISPOSAL

| Lifespan Silver Tag Number | Description of Equipment | Reason for Disposal | Date of Disposal |
|----------------------------|--------------------------|---------------------|------------------|
|                            |                          |                     |                  |
|                            |                          |                     |                  |
|                            |                          |                     |                  |
|                            |                          |                     |                  |

\_\_\_\_\_  
(SIGN)

\_\_\_\_\_  
(DATE)

**\*This form should be completed and returned to Research Administration/Aldrich 3.** Any questions, please contact either Jill Martin at x45196 or Leslie Varone at x48696.

Once this is completed and sent to Research Administration, you will need to do the following:

If it is computer related, please contact Information Services, Help Desk at X46381 to have the piece of equipment disposed of.

All other equipment please fill out a Facilities Management work order form. (Y-61)