



**Inventory Disposals**

Date Disposed	Inventory Number	Item Description (Include Brand Name)	Serial Number	Reason for Disposal

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Location/Site  
*Include building & room # if applicable*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Dept. Head Signature