Disposal Form

**Date**:

**Item**:

**Washington State Tag Number**:

**Description of Equipment:**

**Approval:**

|  |  |
| --- | --- |
| **Person Making Request:** | **Date:** |
| **Approved: (Dean or Director)** |  |
| **Vice President of Administration:** |  |

**If item is being sold, please complete the following:**

**Condition** (circle one)**: Excellent, Good, Fair, Poor, Unknown**

**Opening Bid:**

**Dimensions** (if applicable)**:**