

Capital Equipment Disposition Request Form

University of Wisconsin – Madison
Accounting Services – Property Control
Suite 5301, 21 North Park Street, Madison WI 53715-1218
Property@bussvc.wisc.edu 608-265-7830

Departments may not donate, sell, or dispose of capital equipment without prior written approval from Property Control. Before disposition, complete and submit this form to Property Control. This form covers all equipment dispositions **EXCEPT those involving departing employees**, which is a separate form.

STEP 1: Reason for Request – CHOOSE ONE ONLY. If multiple disposition reasons, please submit multiple forms.

Accountable disposition reasons (proactive decision made to retire equipment):

Item(s) have become surplus to the department's needs, obsolete, or unrepairable. – **Check ALL that apply.**

Surplus With A Purpose (SWAP) will be contacted after approval.	If hazardous (defined on back), Environmental Health & Safety will be contacted after approval.
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Item(s) will be traded for credit on purchase of a like-item. – **Check ALL that apply.**

Requisition #:	Trade-in value received:	Purchasing Services has already been contacted.
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Item(s) will be cannibalized for parts.

Item(s) will be returned to a vendor.

Equipment WILL be replaced by the vendor.	Equipment WILL NOT be replaced by the vendor.
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Item(s) will be delivered to a sponsor per contract terms.

Unaccountable disposition reasons:

Item(s) have been lost – **Check ALL that apply.**

Completed physical search of last known location.	Questioned the last person in custody of the item(s).
Followed up on leads. If told item(s) were given to another department for use there, contact the other department to confirm.	Department Chair or Designee has contacted departmental employees to solicit aid in searching for item(s)

Item(s) have been stolen – **Check ALL that apply.**

UWPD had already been contacted (must attached police report).	Other police agency has already been contacted (must attached police report).
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Item(s) have been destroyed – **Check ALL that apply.**

Fire	Flood	Other (attach description)	Risk Management has already been contacted.
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Item(s) should be removed from records because Property Control should not have entered them.

STEP 2: List Capital Equipment. If more items requested, please attached a detailed list.

	Tag #		Hazardous	Grant Funded	Last Location	
#	(or serial # if tag not found)	Item Description	Y/N	Y/N	Building	Room #
1						
2						
3						

STEP 3: Get Signatures

Department Property Administrator (DPA) – Required for ALL Dispositions.

Name email Signature Date

Department Chair or Designee – Required for ALL Dispositions. Cannot be a subordinate to DPA.

Name Email Signature Date

Signatures do not guarantee Property Control will approve disposition, but indicate a decision has been made to support the request. Property Control will notify signors of approval via email (copying the Division Chief Financial Officer on unaccountable dispositions).

Please return signed form:

Email:
property@bussvc.wisc.edu

Inter-Department Mail:
Attn: Property Control
Suite 5301, 21 North Park Street
Madison, WI 53715-1218

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Instructions for Completing the Capital Equipment Disposition Request Form (Form 110.7F)

Restrictions:

- This form covers all capital equipment dispositions **EXCEPT those involving departing employees**, which have their own form.

When:

- The form should be filled out, all signatures obtained, and submitted to Property Control **before any capital equipment is disposed**. Departments may not dispose of capital equipment without prior written approval from Property Control.

How:

- 1) Print a copy of the Capital Equipment Disposition Request.
- 2) Complete and sign form
 - a. List all equipment for which disposal is requested. Pay special attention to include tag numbers.
 - b. Property Control can furnish any needed information. Contact Property Control at (608) 265-7830 or Property@bussvc.wisc.edu.
 - c. Form must be signed by the Department Property Administrator and Department Chair or Designee. Signatures do not guarantee Property Control will authorize disposition, but indicate that a decision has been made to support the disposition request.
- 3) Completed forms can be sent to: Property Control
21 N. Park St, Suite 5301
Madison, WI 53715
Property@bussvc.wisc.edu
- 4) Completed requests will be reviewed by Property Control and Research and Sponsored Programs (RSP) to confirm property ownership and funding source(s) in order to verify that there are no restrictions on the equipment that would prevent disposition. If no restrictions exist, Property Control and RSP will authorize.
- 5) Property Control cannot authorize loss removal of items less than three years old since their initial acquisition or items that belong to a sponsor. Such items must be reported as stolen (with police report attached) in order to be retired.
- 6) Property Control will notify the department in writing that disposition has been authorized. If needed, Property Control will put the department in contact with other campus units to assist in physical removal of item(s) from the department.
- 7) Property Control will notify the Division Chief Financial Officer when authorizing unaccountable disposition requests.

Hazardous Definition: Capital equipment is hazardous if at any time it has been exposed to biological, chemical, or radiological hazards.

Specific examples are available on the Environmental Health and Safety website: ehs.wisc.edu/disposal-services/recyclopedia/