PROPERTY DISPOSITION FORM

Phone: (646)660-6052 - Fax: (646) 660-6031
Email: propertymanagement@baruch.cuny.edu

Send completed form to Facilities Property Coordinator.

Cannibalized	Donated/Gift
Discarded	Exchanged
Salvaged	Loss
Scrapped	Sold
Obsolete	Stolen
Return for Credit	Written Off
Traded	Transfer

Attach yŜŎŜăăl·Nùè documentation.

I CERTIFY THAT ALL SOFTWARE, PERSONAL FILES AND BARUCH IDENTIFICATION (BARCODE & PO LABELS) ARE REMOVED FROM COMPUTERS BEING DISPOSED.

BCTC Print

BCTC Signature

Date Form Completed

Dept. #	Pick Up Date	Desc.	Manu.	Model #	Serial #	Bar Code	Moved By	Moved From Building & Room	Dept. Liaison Print & Sign	Disposition

Facility Property Coordinator Signature

Date

Building Codes:
A - 17 Lexington Avenue
B - 55 Lexington Avenue
C - 137 East 22nd Street
D - 133 East 22nd Street
H - 151 East 25th Street
J - 137 East 25th Street
I - 104 East 19th Street

Property Management
June 2011