UNIVERSITY OF COLORADO DENVER
COMPUTER, PERIPHERAL, AND Other Office Related Items DISPOSAL REQUEST

Date: _____________________                  Requesting Department__________________________________________
Requested by: _____________________________  (Electronic forwarding constitutes signature approval)      ___________________________________________
(Please Print)                                                                                                                     Signature (Only for those not having access to e-mail)
Requestor’s Bldg/Room No._____________________________ Tele. No.______________________________ Campus Box No. ______________
Chair/Director Approval (Required) ______________________________   (Electronic forwarding constitutes signature approval)     ___________________________________________
(Please Print)                                                                                                                         Signature (Only for those not having access to e-mail)

THIS DEPARTMENT HAS DETERMINED THE FOLLOWING COMPUTER OR RELATED ITEM IS NO LONGER NEEDED.  PLEASE TAKE THE NECESSARY ACTION FOR ITS DISPOSAL.
PLEASE LIST EACH ITEM/COMPONENT SEPARATELY.

<table>
<thead>
<tr>
<th>Bldg / Room #</th>
<th>UCD L.D. No.</th>
<th>Acquisition Date</th>
<th>Fund</th>
<th>Org</th>
<th>Program/Project</th>
<th>FOPPS Cost</th>
<th>Acquisition</th>
<th>Description</th>
<th>Serial Number</th>
<th>Condition Code</th>
<th>Health &amp; Safety Usage Code</th>
<th>HSD Approval</th>
<th>Disposal Code</th>
<th>Disposal Number</th>
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NOTE:  Items that have been exposed to infectious materials, radioactive isotopes, hazardous chemicals, or contain refrigerant (Freon) or oil must be inspected and properly Green Tagged by the Health and Safety Division. Please use the Health and Safety Codes listed below to assist with this process.

USE THE FOLLOWING KEY TO DETERMINE THE CONDITION OF EACH ITEM:
A.   Item is in good and useable condition; minor cleaning may be required; parts and/or service are available.
B.   Useable after some minor repair, or partially useable with no repair; parts and/or service may not be available.
C.   Poor condition; requires major repair; there is questionable value in repairing the item.
D.   Very poor condition; it is believed the item should be scrapped.

SUBMIT TO:  SAM.disposal@UCDenver.edu
SPACE AND ASSET MANAGEMENT, CAMPUS BOX A005/129 (Only for those not having access to e-mail)
fp1-02e
Revised 4/19/04

Health and Safety Usage Certification Key:
AA. Item has been exposed to infectious materials.
BB. Item has been exposed to radioactive isotopes.
CC. Item has been exposed to hazardous chemicals.
DD. Item contains refrigerant, oil or other materials.
EE. Item contains asbestos.
FF. Item has not been exposed to any of the above.