

CAPITAL EQUIPMENT DISPOSAL APPROVAL FORM

Instructions

1. Principal Investigator/Requestor completes Table 1; *if planning to dispose of multiple items, contact the Office of Property Management before filling out this form.*
 - a. Contact info
25 Bedford Street, Portland, ME 04101
(207) 780-5547
<http://usm.maine.edu/property-management>
2. Verify value of item
 - a. PI/Requestor contacts Office of Property Management to verify value of item planned for disposal.
 - b. Enter value in Table 1.
 - c. Obtain required signatures according to values shown in Table 2.
3. Verify that item can be disposed by obtaining applicable signature in Table 3
 - a. If item was **purchased under a grant**, PI/Requestor contacts and obtains signature authorization from **Research Administration** to verify restrictions associated with disposal.

Contact info
(207) 780-5856
<https://usm.maine.edu/research/administration>
 - b. If item was purchased with **gift funds**, PI/Requestor contacts and obtains signature authorization from **University Advancement** to verify restrictions associated with disposal.

Contact info
(207) 780-4833
<https://usm.maine.edu/advancement>
4. Send completed and signed form to the Office of Property Management, USM Facilities Management. It is the responsibility of this office to appropriately dispose of or sell any university property.

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Table 1

TAG # (ASSET #):	
DESCRIPTION:	
CAMPUS:	LOCATION:
MANUFACTURER:	
MODEL:	SERIAL #:
DEPARTMENT:	VALUE (provided by PM):

Table 2

Value Threshold	Signature required	Signature	Date
Up to \$50,000	University CFO/CBO		
\$50,001-\$100,000	Provost (if grant) / VP of Advancement (if gift)		
Over \$100,000	University President		

Table 3

Department	Signature required	Signature	Date
Research Administration OR University Advancement	Grants Officer OR Director of Advancement		