

EQUIPMENT DISPOSITION REQUEST

1. PLANT ACCT#		2. PART NO.		2A. SERIAL #	
3. ORIGINATOR		4. BLDG	5. SHOP	6. PHONE	
7. NOMEN:			8. CAL DATE:		8A. CAL #
9. ACTION REQUIRED (SEE BLOCK 20) <input type="checkbox"/> TRANSFER <input type="checkbox"/> DISPOSE <input type="checkbox"/> STORAGE		10. CONDITION (SEE BLOCK 20) <input type="checkbox"/> RFI-RFU <input type="checkbox"/> NON-RFI <input type="checkbox"/> EXCESS <input type="checkbox"/> OTHER		10A. DISCONNECT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. TRANSPORTATION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		12. SIGNATURE OF ORIGINATOR			13. DATE
14. CODE			15. CUSTODIAN SIGNATURE		
16. BLDG	17. SHOP	18. PHONE		19. DATE	
20. REMARKS:					
21. EST PICKUP DATE:		22. STORAGE LOCATION		24. REASON FOR STORAGE STATUS	
23. STORAGE REQUIREMENTS:		IDLE- <input type="checkbox"/> TEMPORARY 4B STATUS EXCESS- <input type="checkbox"/> RELEASE (REVIEW NON-RFI SURPLUS OF DISPOSITION) <input type="checkbox"/> RFI EXCESS (REVIEW FOR DISPOSITION) <input type="checkbox"/> DISPOSAL (DRMO) REMARKS:			
INSTRUCTIONS FOR COMPLETING EQUIPMENT TRANSFER OR STORAGE NOTICE. SHOP SUPERVISOR FILL OUT 1-13 RETURN TO PROCESS ENGINEERING DIVISION, INDUSTRIAL EQUIPMENT BRANCH, CODE 63020 (ASSET MANAGEMENT)					
1. Enter complete 11 digit plant account or minor property identification number. 2. Enter part number of equipment. 2a. Enter serial number of equipment. 3. Enter name of individual originating request. 4.-6. Self explanatory. 7. Enter complete nomenclature of equipment. 8. Enter calibration maintenance due date for items in the measure program or requiring periodic scheduled maintenance. 8a. Enter calibration number of equipment. 9. Indicate whether the item is to be disposed, transferred or stored (explain in block 20). 10. Indicate current condition of equipment (explain in block 20). 11. Self explanatory. 12. Signature of division director or cost center manager. 13. Self explanatory. 14. Code 63231 action with concurrence from cog 631xx & 62x shop determine final disposition of equipment. 15. Signature of new equipment custodian. 16.-18. Self explanatory. 19-22 and 24. Code 63231 action. 23. Code 63231 provide storage requirements 65300 to provide hazmat decontamination requirements. NOTE: It is the responsibility of code 63150 to cancel PM requirements and material support for equipment disposed.					