EQUIPMENT EXCESS/DISPOSAL RELEASE RECORD

SECTION 1	4870 Log Book #
Send To Bldg. 825-3 ☐ DATE:	

(Attach Asset Tag to this Form & Provide W/O # Below to Move Equipment)

Wash Rack Bldg. 379 ☐ Scrap Yard ☐

4235/6#	From Shop	From Bldg.	Shop POC & Phone #	Remarks or W/O Number

Project Manager, Print Name	Date:	Phone #	Project Manager, Signature
Excess Equipment Rec'd by Asset Manager Print Name	Date:	Phone #	Asset Manager, Signature

SECTION 2

Excel list Attached of Equipment to be Excessed/Disposal (include fields below)

☐ Yes ☐ Not Req'd see below

SECTION 3

THE FOLLOWING EQUIPMENT IS READY FOR EXCESS/DISPOSAL

Asset #	Part/Model #	Serial #	Nomenclature	Manufacture	Reason for Excess & Condition