YC PROPERTY DISPOSAL FORM

Requestor: Please fill out the form and forward to your Budget Manager for approval.
Budget Manager: Please sign your approval and forward to Facilities Management.

Items will not be picked up without Budget Manager approval. Usable items will be redistributed as needed. Unusable or obsolete items will be disposed of following State of Arizona protocols. Monies generated will be deposited into the YC General Fund.

Department:	Budget Manager Approval:	Date:

Qty	Description	YC Tag #	Location Bldg&Rm#	Condition i.e. Junk, Poor, Good or	Date	Pick Up	Auction #