

### Equipment Disposal Form

**OU Property Nr**

**Item Description**

**Quantity**

**Disposition**

Operations will not accept any technology equipment that contains any type of memory/data storage.

Please contact the IT Department for disposal of this type of equipment at 918-660-3550.

I am the Responsible individual for all University property listed above. I certify that all equipment is correctly identified. I hereby request disposition as indicated in column 4 above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that the above listed property has been taken to my designated storage area in accordance with my instructions or has been taken to central storage for eventual disposal in accordance with University regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_