



Albert Einstein College of Medicine

Request for Storage or Disposal of Equipment

Equipment can only be stored, scrapped, or disposed of after completion of this form. Use Request for Transfer of Equipment Form, FIN-FRM-2018-007, for equipment to be permanently transferred to other institutions.

Preparer: Complete Parts A, B, and C and send form to the Property Manager in Belfer 1108.

Property Manager: Review and log, obtain appraisal (Part D), sign Part E, and oversee disposition.

Approver: Sign in part E.

Principal Investigator: _____ Department: _____

Location of Equipment: Building: _____ Room: _____ Inventory (Tag) #: _____

Part A – Description of Equipment (to be completed by Preparer)

Year Purchased: _____ Estimated Salvage Value (worth): _____

Equipment Name: _____ Model: _____ Serial #: _____

Description: _____

See attached for a more detailed description (if necessary). Anticipated Date of Disposal: _____

Part B – Reason for Disposal (Preparer: Check box 1 or 2 and state reason(s).)

1. _____ Store – Equipment still useable and in working order. Make available for Einstein Community.
_____ Replaced by new unit.
_____ No longer necessary for ongoing research in department.
_____ Other (explain): _____
2. _____ Dispose – Not in useable or repairable condition.
_____ Not in working condition and too costly to repair.
_____ Not repairable.
_____ Other (explain): _____

Part C – Departmental Signature Authorizations

Principal Investigator: _____ Departmental Chair: _____

Part D – Appraisal of Equipment (To be completed by Business Affairs)

Estimated Value: _____

Name: _____ Signature: _____

Part E – Approval (Sign and date where indicated. Last approver, forward to Property Manager.)

1. Property Manager: _____ Date: _____
2. Assistant Dean for Scientific Operations: _____ Date: _____
3. Associate Dean for Finance and Administration: _____ Date: _____