

**UTAH STATE UNIVERSITY**  
**REQUEST TO RETIRE ASSETS**

NOTE: This form is to be used **only** when assets are stolen, lost, cannibalized or lease purchase option is not exercised. Assets that are of minimal value and do not appear to be worth tracking **will not** be removed using this form. Assets **must** be disposed of through Surplus Sales.

DEPARTMENT NAME	UMC	DPA TELEPHONE NO.	DATE
DEPARTMENT HEAD SIGNATURE	DEAN/VICE PRESIDENT SIGNATURE		

Inventory Number	Description	Serial Number	Responsible Person	Reason for Removal (i.e. Lost, Stolen)