

UNIVERSITY OF HAWAI'I
FORM INSTRUCTIONS
DISPOSAL APPLICATION (FMIS-76)

PURPOSE: This form is used to request approval to dispose of equipment owned or managed by the University of Hawai'i.

DATA ITEM	COMPLETION INSTRUCTIONS
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All fields must be completed unless noted otherwise. Submit to Inventory Management in triplicate (original + 2 copies).

CAMPUS	Enter the 2-digit campus code in which the property resides.
DATE	Enter date form prepared.
DISPOSAL APPLICATION NO.	Do not complete. Number to be assigned by Inventory Management.
PROPERTY CUSTODIAN	Enter name of property custodian.
TELEPHONE NO.	Enter telephone number of property custodian.
DEPARTMENT	Enter department of property custodian.
DESCRIPTION	Enter the 10-digit asset number, decal number, description, purchase price, acquired date (mm-dd-yy), disposal code (select one primary disposal code per item from the Disposal Code table), and current estimated value of the property.
TOTAL NUMBER OF ITEMS	Enter total number of items to be disposed.
TOTAL \$	Enter total dollar amount of items to be disposed.
GRANT/CONTRACT NO.	Required only for federally-owned property. Enter the grant and/or contract number of the federal award.
TRADE-IN	Required only if a trade-in offer was received. Enter the firm, cost without trade, offer, cost with trade, and estimated current market value of the property.
REQUEST APPROVAL TO	Check appropriate box for intended disposition method.
PROPERTY CUSTODIAN	Property Custodian's signature and date the form was signed.
FISCAL OFFICER	Fiscal Officer's signature, Fiscal Officer's code, and date the form was signed.
APPROVAL TO DISPOSE	Signature of approving authority in Inventory Management and date of approval.
DISPOSAL CERTIFICATION	Signature and printed name of the property custodian certifying the disposition of the property and date of certification.