CLEAR PRINT

URI PROPERTY & SUPPORT SERVICES

WORK ORDER FOR DISPOSALS/REUTILIZATION OF EQUIPMENT

Phone: **874-5468** or **874-2578** – Email: **central_receiving@etal.uri.edu**

Requested By: _____ Date: _____

Department: _____ Bldg. & Rm.: _____

Phone: Fax:

E-mail:

Authorized Signature: Print Name:

Dean/Director/Department Head

Please check both boxes indicating that you have reviewed the following:

☐ Third-party contractual obligations for the return, reuse, or disposal of the media have been reviewed

☐ Record retention requirements, including those for legal and business purposes, have been reviewed

DIRECTIONS: Save disposal form on computer first, then fill out fields. Indicate Yes or No for Dispose, Reutilize, Operable, Non-Operable, & Hazardous Material. Note: Please be advised that we do not accept construction debris left behind by contractors (ie doors, ceiling tiles, drywall etc.)

DISPOSE	REUTILIZE	URI TAG# *(If no tag, leave blank)*	SERIAL NUMBER	EQUIPMENT *(Description of what is being destroyed e.g., Make/Vendor, Model Number) 1 item per line*	HAZARDOUS MATERIAL*	PCI DEVICE YES OR NO	SANITIZATION METHOD Property Use Only

Your completed work order should be signed and submitted to **central_receiving@etal.uri.edu**

***Hazardous Material** – *equipment containing any Freon, fluids, chemicals, or hazardous materials.*

- *If your disposal item contains Freon, you must first do an IVPO to Facilities Operations (4-4060) in the amount of $35/item.*
- *If you are disposing of any equipment containing hazardous materials, it must be cleared by Public Safety/Environmental Health and Safety (4-7993).*
- *If the disposal requires special handling (ie. specialty moving crew, rigging equipment, etc.), the department will be charged to move it.*

DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY

_____

Central Receiving, Approval Signature

_____

Person Performing Sanitization, Approval Signature

Revised 07/2025