# 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*

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)* | QUANTITY | EQUIPMENT *(Name/Model #/Serial #)* | OPERABLE | NON-OPERABLE | HAZARDOUS MATERIAL* |
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Your completed work order should be signed and scanned 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 Services (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

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*Central Receiving, Approval Signature*

Revised 11/2020