

# URI PROPERTY & SUPPORT SERVICES

## WORK ORDER FOR DISPOSALS/REUTILIZATION OF EQUIPMENT

Phone: 874-5468 or 874-2578 – Email: [central\\_receiving@etal.uri.edu](mailto: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# <i>(If no tag, leave blank)</i>	QUANTITY	EQUIPMENT <i>(Name/Model #/Serial #)</i>	OPERABLE	NON-OPERABLE	HAZARDOUS MATERIAL*

Your completed work order should be signed and scanned to [central\\_receiving@etal.uri.edu](mailto: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**

  
  

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 Central Receiving, Approval Signature