CLEAR PRINT

URI PROPERTY & SUPPORT SERVICES

WORK ORDER FOR DISPOSALS/REUTILIZATION OF EQUIPMENT

Phone: **874-5468** – Fax: **874-5719** – Email: central_receiving@etal.uri.edu
874-2578

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.

DISPOSE	REUTILIZE	URI TAG# *(If no tag, leave blank)*	QUANTITY	EQUIPMENT *(Name/Model #/Serial #)*	OPERABLE	NON-OPERABLE	HAZARDOUS MATERIAL*

Your completed work order should be signed and scanned to **central_receiving@etal.uri.edu** or faxed to **874-5719**

***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).*

DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY

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Central Receiving, Approval Signature

Revised 9/2018