

Request to Dispose of State Property

Fill out form, print off and return to: Christy Johnson, Purchasing Clerk, IL139

Date of Request:

Description of Item:

Location:

State Asset # Sticker: (if none, please indicate none)

*** Please attach sticker from item if possible*

Serial # of Item:

Model # of Item:

Condition of Item:

Reason for Disposal:

Signature and Title:

Department:

Please do not dispose of state property until you receive approval and instruction to do so.

