



Cannibalization Request

NOTE: Permission to cannibalize assets must be obtained **prior** to cannibalization.

Department or Division Name _____	
Person making request _____	
Person responsible for asset _____	Banner ID _____
Description of Asset _____	
PCN _____	Serial Number _____
Model Number _____	Manufacturer _____
Yr. of Manufacture _____	Yr. NMT Received _____
Original Acq. Cost \$ _____	Fund/Index _____

Asset Location: Building _____ Room _____ Other _____

Why would you like to cannibalize this asset? _____

When was the last time this asset was used? _____

Is the asset functional? _____

What will the cannibalized part(s) be used for? _____

PCN and or description of asset(s) receiving the part(s) _____

If purchased with restricted funds, have you received permission from the contracting officer?

If yes, please attach a copy of the written permission. If no, do so before continuing.

NOTE: Once authorization to proceed with the requested action has been granted, the department must carryout the action within 30 days. After that time, all unwanted parts must be turned into the Property Office for proper disposition.

Requestor's Signature

Date

Department Chair or Supervisor's Signature

Date

Property Representative's Signature

Date