



AUTHORIZATION FOR EQUIPMENT CANNIBALIZATION

08-2025

TO: Property Control/Logistics Department
Service-Now

Date

This form is used to request authorization to remove parts from an obsolete piece of equipment.

- Instructions:
1. Complete this form and retain a copy for your record.
 2. Submit the completed form to Property Control.
 3. Assigned copy will be sent back to you with Property Control determination.

Cost Center#:	Cost Center Name:
GT Tag:	Description:
	Custodian's Name:

Justification for Cannibalization (This section MUST be completed.)

Used for spare parts for equipment
Equipment beyond repair, but still has usable parts
Part(s) will be added to existing equipment
Part(s) removed from a vehicle
All of the above
Other (explain)

Validation Section

I do hereby certify that I approve of the disposal of equipment listed above in the manner requested:

Signed:

Property Coordinator's Name

Date

Approved By:

Cost Center Head/ Chair

Date

For Property Control/Logistics Use Only

Cannibalization Determination

Approved ☐

Denied ☐ - Reason _____

Director of Logistics

Date

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EQUIPMENT CONTINUATION FORM

Property Control: Service-Now

Cost Center#:	Cost Center Name:
GT Tag:	Description:
	Custodian's Name:

Date Part Removed	Part Description	Comment

Validation Section

I do hereby certify that I have removed the above items from the equipment. Upon removal of all usable parts, sign validation and submit form to departmental property coordinator.

Signed: _____
Custodian's Name (please print)

Date

Custodian's Signature

For Logistics Use Only

CN#: _____

