# GEORGIA INSTITUTE OF TECHNOLOGY AUTHORIZATION FOR EQUIPMENT CANNIBALIZATION

### TO: Property Control Department

Service-Now

Date

09-	2020

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. SubmitthecompletedformtoPropertyControl.

 ${\tt 3. A signed copy will be sent back to you with {\tt Property Control determination.}}$ 

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	e manner requested:
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Signed:		<b>.</b>			
	Property Coordinator's Name	Date			
Approved By:					
	Cost Center Head/ Chair	Date			
For Property Control Use Only					
Cannibalization Determination					

Approved			
Denied Reason			
	_	1	
	Date		
Property Control Supervisor	L	I	

INVENTORY FORM Please use continuation sheet to log the items removed the equipment.

## GEORGIA INSTITUTE OF TECHNOLOGY EQUIPMENT CONTINUATION FORM

Property Control: Serivce-Now

Cost Centert#:	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#: \_\_\_\_\_

INVENTORY FORM Please use continuation sheet to log the items removed the equipment.

**Print Form**