

GEORGIA INSTITUTE OF TECHNOLOGY AUTHORIZATION FOR EQUIPMENT CANNIBALIZATION

09-2020

TO: Property Control 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. A signed 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 Use Only

Cannibalization Determination

Approved

Denied - Reason _____

Property Control Supervisor

Date

