



ASSET DISPOSITION FORM

Unauthorized removal, disposal, or expropriation of IT Assets in SNIA possession constitutes a breach of policy.
 IT assets are real property in SNIA's possession that have a value greater than or equal to \$100.00 and have an estimated life of greater than one year.
 Any IT Assets to be disposed of by way of sale, transfer, or recycling requires prior approval from the Equipment owner or their representative.
 Filing out and signing this form constitutes written consent.
 Please complete and submit the form below including any necessary supporting documentation to SNIA (Techsupport@SNIA.org).
 This form grants SNIA approval to dispose of equipment as listed on the form.

Disposition Codes:		(1) Return to asset owner (At owner's expense) (2) Recycle - With Certificate of Destruction (At owner's expense) (3) Recycle - Without Certificate of Destruction (at SNIA's expense)		(4) Unconditional Loan to SNIA (5) Other		
Asset Owner/Contact Information:	Name:		Return Shipping Information: (Leave blank if not returning or if owner arranging for own carrier)	Company Name:		
	Title:			Shipping Address 1:		
	Phone:			Shipping Address 2:		
	E-Mail:			City /State:		
	Company:			Postal Code:		
				RMA#:		
		Phone:				
Special Instructions:						
Description:	Asset ID Number:	Serial Number:	Is Item Still in Inventory List?	Disposition Code:	IF "OTHER, PLEASE SPECIFY	Estimated value (US Dollars)

Signature of Equipment Owner/Representative: _____ Date: _____