

Request for Disposition of Material

E-Dispo#

(To be filled by Investment Recovery)

INITIATED AND REVIEWED BY	NAME	LAN I.D.	DATE	Physical Location of material			Material Facility No.	Prepared By
Initiating Dept.							Date Material Available	LAN ID
Approved By				CONTACT NAME FOR REMOVAL COORDINATION IF OTHER THAN FORM PREPARER:				Preparer Co. Address
Division Engineer Approval				Name	Co. Phone	PTT Phone	Fax No.	
General Office Operation Dept.				*	PCC NUMBER	ORDER NUMBER	ASSET RECORD NUMBER (SAP)	Co Phone
Investment Recovery								PTT Phone
COMPLETE DESCRIPTION OF ITEM(S) (Summary Description):								
COMMENTS / RECOMMENDATIONS:								
DISPOSITION OF MATERIAL: (Investment Recovery)								
								Page
								of

For computer related items, e-mail completed Disposition Form to MATERIALS DISPO REQUESTS

If e-mail is not possible (for non-computer related materials), Please mail completed Disposition Form to Investment Recovery 245 Market, N5F San Francisco

1. FORM USE: To dispose materials.

OTHER REFERENCES: Resolution of the Board of Directors: *Disposal of Company Property, Short-Term Lease or Loan of Company Equipment Policy Statement: Acquisition, Use, and Disposal of Telecommunications Equipment, Computers and Computer Software*
Business Procedures for Disposition of Salvage, Excess and Obsolete Materials - January 7, 1988

FORM AVAILABLE: Standard Practices 112.4-1: *Accounting Requirements - Retirement of Property, 520.1-4. Processing Proposals for Sale of Company Property, 550-4. Preparing Motor Vehicles and Equipment for Disposal*
For a blank copy of this form or to complete it on screen, pull up this Word for Windows document using commands "File, New," find the form number, and complete as appropriate.

For current information on disposition procedures and options please visit our website at http://www/mf/Investment_Recovery/disposal.htm

