

Request for Disposition of Material

E-Dispo# (Investment Recovery)

INITIATED AND REVIEWED BY	NAME	LAN ID	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:		
Division Engineer Approval				Name	Co. Phone	PTT Phone
General Office/Operation Dept.						Fax No.
Investment Recovery				* POC NUMBER	ORDER NUMBER	ASSET RECORD NUMBER (SAP)
						Co. Phone
				Is this a \$51 Asset or are Assets Still on Books?		
						PTT Phone

COMPLETE DESCRIPTION OF ITEM(S) (Summary Description):

COMMENTS / RECOMMENDATIONS:

DISPOSITION OF MATERIAL: (Investment Recovery)

Computer and Telecom related items must be disposed of through your local ISTS or Telecom Support person.

E-mail complete Disposition to "Materials Dispo Requests"
DO NOT MAIL hard-copy form. Only Email Request will be processed.

I.	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 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
	FORM AVAILABL:	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://dcs02/materials/investmentrec.htm>

