

This form is for equipment that meets the following two criteria.

1. >\$5000.00
2. Tag from the University located somewhere on the machine.

<https://controller.nd.edu/>

1. Click forms.
2. Click property and equipment.
3. Click equipment disposal.
4. Fill out online form.
5. Enter Kevin Young, kyoung@nd.edu as the Department Approver.
6. Click continue to fill out the rest of the form and submit the information.
7. Any questions, please contact Kevin kyoung@nd.edu or 574-631-5661.

A form is not required for the disposal of any equipment less than \$5000. Instead, contact Kevin Young, kyoung@nd.edu for assistance with disposal.