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| **Complete** | **Regular Equipment Disposition** |
|  | Submit completed UMBC Property Disposition Form to Inventory Control . |
|  |  Receive approved copy of Property Disposition Form from Inventory Control. |
|  | Contact Work Control to schedule pick-up and disposal of equipment items. |
|  | File copy of approved Property Disposition Form. |

**NOTE:** Work Control will notify Inventory Control that equipment has been picked up and disposed. Inventory Control will update PeopleSoft Asset Management database upon notification.

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| **Complete** | **Campus E-Cycling** |
|  | Complete UMBC Property Disposition Form for equipment to be disposed of at Campus E-Cycling event. |
|  | Submit completed Property Disposition Form to Inventory Control staff on-site at E-Cycling event. |
|  | Receive approved copy of Property Disposition Form from Inventory control after E-Cycling event concludes. |
|  | File copy of approved Property Disposition Form. |

**NOTE:** Inventory Control staff will verify equipment tags and ensure that equipment is disposed of by E-Cycling contractor on-site. Inventory Control will update PeopleSoft Asset Management database upon conclusion of E-Cycling event.