



Department of Administrative Services
Office of Asset Management
Removal - Permanent Obsolete/Disposal
Form D-2 - Forms and Policies can be found at ucnj.org/assets

Use this form when new equipment is purchased. This form must be submitted per item. After filling out this form, press File, then Save As to create duplicates when applicable to save you time.

ORIGINATING DEPARTMENT	<input type="text"/>
EQUIPMENT	<input type="text"/>
DESCRIPTION	<input type="text"/>
MAKE	<input type="text"/>
MODEL	<input type="text"/>
SERIAL NUMBER	<input type="text"/>
UNION COUNTY BAR CODE	<input type="text"/>
DEPARTMENTAL APPROVAL	<input type="text"/>
DEPARTMENT DIRECTOR APPROVAL	<input type="text"/> By providing initials indicates a digital signature
FORM PREPARED BY	<input type="text"/>
LOCATION OF EQUIPMENT	<input type="text"/>
PO# OF NEW EQUIPMENT	<input type="text"/>
NAME OF NEW EQUIPMENT	<input type="text"/>
DESCRIPTION OF NEW EQUIPMENT	<input type="text"/>
NOTES	<input type="text"/>