



Fixed Assets
 Phone: 703-993-4456
 Email: assets@gmu.edu

Request for Authority to Cannibalize Equipment

Instructions: Use this form to request authority from the Fixed Assets Office to remove parts from one specified item of equipment for use in another specified item of equipment.

Requesting Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Equipment to be cannibalized (Source):

Item Description:			
Bar Code #	Serial #	Model #	Manufacturer

Item Description:			
Bar Code #	Serial #	Model #	Manufacturer

Equipment items placed in (Destination):

Item Description:			
Bar Code #	Serial #	Model #	Manufacturer

Item Description:			
Bar Code #	Serial #	Model #	Manufacturer

<u>Departmental Approval:</u>	
_____	_____
Department Chair/Director or Equipment Liaison	Date

Fixed Assets Office Approval:	

Printed Name	
_____	_____
Signature	Date

For Fixed Assets Office Use Only	
_____	_____
Entered By	Date