

**CUSTODIAN'S REQUEST TO DELETE PROPERTY --  
CANNIBALIZED FOR PARTS**

TO: Department Account Manager

Departments must submit a form for approval prior to cannibalizing equipment. Once approval has been granted, it will be documented in the State Property Accounting system using the actual disposal method used.

Cannibalization is defined as the authorized removal of components from one item of property for installation on another item to meet specific requirements and to return the second item into service.

Items must be deleted prior to inclusion in the surplus account. The remaining parts must be sent to the Materials Management warehouse.

The item or items listed below are being requested to be dismantled for parts from this department and should be removed from inventory:

Inv. No.	Description	Est. Value

These parts will be used to repair:

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Signed: \_\_\_\_\_  
(Person Requesting Cannibalization)

Signed: \_\_\_\_\_  
(Account Manager)

Deletion  
Approved: \_\_\_\_\_  
(Property Manager)

Date: \_\_\_\_\_

**Distribution of Copies:**  
One to Materials Management Office  
One for Department File