

# EQUIPMENT CANNIBALIZATION REQUEST FORM

This form is used to request authorization to remove parts from an obsolete piece of equipment being turned-in to the Surplus department.

### Instructions:

1. Complete, sign, scan, and email to the [inventory.department@utsa.edu](mailto:inventory.department@utsa.edu); use SUBJ: Cannibalization Request and DeptID.
2. The Inventory Manager will review, approve/disapprove, sign and email a copy back to the department's ICP requestor.
3. Attachment of the approved form is required when submitting the Surplus Turn-In Form (if applicable) to [Surplus.department@utsa.edu](mailto:Surplus.department@utsa.edu)
4. Retain a copy for department's inventory records.

DEPARTMENT DETAILS				
Department Name:			DeptID:	
Inventory Contact Person (ICP):			Date:	
Signature:			Phone:	
EQUIPMENT DETAILS				
REQUEST APPROVAL TO CANNIBALIZE EQUIPMENT LISTED BELOW				
TAG NUMBER	DESCRIPTION	SERIAL ID	AMOUNT	LOCATION
JUSTIFICATION – (REQUIRED)				
Create spare part(s) for equipment in this department for:				
Equipment is beyond economical repair, but still has usable parts:				
Part(s) will be added to existing equipment, Tag Number:				
Part(s) removed from a vehicle:				
Other:				
				Inventory Manager Review
AUTHORIZED DEPARTMENT OFFICIAL				
Department Manager Name:		Signature:		Date:
INVENTORY USE ONLY				
Inventory Manager:		Signature:		Date: