

**PROPERTY CONTROL  
CANNIBALIZATION REQUEST**

Phone: (305) 348-2167

Fax: (305) 348-1936

[property@fiu.edu](mailto:property@fiu.edu)

If is non media storage / computer equipment, please proceed to Section B.

**SECTION A**

In accordance with Media Sanitation Guidelines and Data Stewardship Procedures, ([http://policies.fiu.edu/record\\_profile.php?id=560](http://policies.fiu.edu/record_profile.php?id=560)), the University requires that all media storage devices be sanitized prior to being surplus, donated, transferred or discarded. All media storage devices require a MSCID number be assigned for proof of sanitation compliance.

To obtain a MSCID number, please submit your request to: [IT Security Office](#).

Sanitized By: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B**

TO: Property Control Department

FROM: \_\_\_\_\_  
NAME PHONE EXTENSION ACTIVITY NBR / PROJECT NAME

\_\_\_\_\_  
ACCOUNTABLE OFFICER SIGNATURE

DATE: \_\_\_\_\_

<b>Cost Center</b>			
Activity Nbr: _____	Cost PID: _____	Task: _____	Budget Ref: _____
<b>Optional fields, use if applicable:</b>			
<b>Cost PID</b> - To track expenses related to faculty allocations.			
<b>Task</b> - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.			
<b>OR</b>			
Project: _____	Fund: _____		
<b>Optional field, use if applicable:</b>			
<b>Fund</b> - To be used for Cost Share only			

**SUBJECT:** REQUEST TO CANNIBALIZE UNIVERSITY PROPERTY

As accountable officer for property assigned to this unit, I hereby request permission to cannibalize the following property, which is described on the inventory as follows:

FIU Tag No. *	Description	Condition	Serial Number	Location	MSCID#
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\*FIU tag should be removed from property and sent with this request.

Justification for Cannibalization \_\_\_\_\_

**PROPERTY CONTROL  
CANNIBALIZATION REQUEST**

Phone: (305) 348-2167

Fax: (305) 348-1936

[property@fiu.edu](mailto:property@fiu.edu)

**Prior approval from Risk Management & Environmental Health & Safety Department (EH&S) is required if the equipment contains any material which is regulated or that could be of health concern.** Please contact (305) 348-2621 for EH&S related questions. Please review the Laboratory Relocation Guide ([http://www.fiu.edu/~ehs/bio\\_chemical\\_safety/Lab\\_Relocation\\_Procedure.pdf](http://www.fiu.edu/~ehs/bio_chemical_safety/Lab_Relocation_Procedure.pdf)).

**Please check the appropriate Yes or No box.** Does the equipment contain any of the following\*?

Radioactive materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Laser devices (Class 3B or 4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous chemicals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Biohazardous materials (all types)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Controlled substances	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* If the answer is "Yes", please attach EH&S Clearance Form

**A Report of Survey Form needs to be attached for approval of Cannibalization**

**DO NOT WRITE BELOW THIS LINE**

Property Control Approval Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date