



# Long-Term Storage Request

Department \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Estimated Length of Storage \_\_\_\_\_

Why is the asset being stored? \_\_\_\_\_

Is this a surplus item?  Y  N If yes, why is it being stored? \_\_\_\_\_

Is the item in working order?  Y  N If no, why is it being stored? \_\_\_\_\_

	PCN	Asset Description	Storage Location	
			Building	Room/Unit #
1				
2				
3				
4				
5				
6				
7				

Requestor's Signature & Banner ID \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature & Banner ID \_\_\_\_\_

Date \_\_\_\_\_

NOTE: It is up to the department and individual to take proper safety measures in order to protect assets from animals and environmental decay. Hazardous chemicals and materials may not be stored. Potentially dangerous assets and supplies must be disposed of properly when they are no longer useful to the department.