



**STATE OF WEST VIRGINIA
PURCHASING DIVISION – SURPLUS PROPERTY UNIT**

CANNIBALIZATION ASSET REQUEST FORM
(For use when retiring equipment by cannibalizing for use of component parts)

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

Completed Forms Must Be Submitted To: Purchasing Division, Surplus Property Unit, 2700 Charles Avenue, Dunbar, WV 25064

Department Name:	Date:
Department Address:	
Division Name and Address:	
Specific Location of Equipment:	
Agency Inventory Coordinator:	
Telephone:	FAX:
Agency Authorized Signature:	

REASON FOR CANNIBALIZATION (CHECK ONLY ONE)

- Immediate Use [**Complete Sections A and B**] Future Use [**Complete Sections A and C**]

SECTION A; ASSET TO BE CANNIBALIZED

Inventory Tag #:	Description:	
Original Acq. Cost:	Acq. Date:	Est. Value:
Serial Number:	Make/Model:	Is Asset Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No
If operable, provide justification for cannibalization:		
List the individual(s) who will cannibalize the asset and provide qualifications for each:		
List of parts to be removed:		
How will your agency dispose of remaining parts? Provide explanation. <i>*Note that all parts not used or retained must be properly retired through WVSASP</i>		

SECTION B: ASSET TO BE REPAIRED

Inventory Tag #:	Description:	
Original Acq. Cost:	Acq. Date:	Est. Value:
Serial Number:	Make/Model:	Is Asset Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not operable, will action restore asset to operable condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, provide justification for initial cannibalization with steps required to restore property to operable condition:		
Provide the cost of parts/labor to restore asset to operable condition without cannibalization:		

SECTION C: JUSTIFICATION FOR CANNIBALIZATION FOR FUTURE USE

The agency-owned asset(s) which may possibly utilize the cannibalized parts:
The proposed retention time frame before the parts will be used:
The location where the parts will be stored:
The tracking process for which the parts will be accounted:

SECTION D: ADDITIONAL JUSTIFICATION FOR CANNIBALIZATION

Does the value of the component parts exceed the value of the equipment as a whole that is being cannibalized? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there no current need or requirement in state government or within any eligible organization for the equipment in the current form? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the cannibalization impose a liability on the State for the disposal of unused components? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the value of the repaired asset higher than the asset to be cannibalized and the cost of repair without cannibalization? <input type="checkbox"/> Yes <input type="checkbox"/> No

FOR SURPLUS PROPERTY USE ONLY

Surplus Property Preliminary Recommendation: <input type="checkbox"/> Recommended for Approval <input type="checkbox"/> Recommended for Disapproval	
Signature _____	Date: _____
Purchasing Director Final Determination: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Signature _____	Date: _____