Complete form, print on Project’s letterhead, sign and submit to RCUH Project Admin.

DATE:

TO: Research Corporation of the University of Hawaii   
Glenn Yee, Director of Finance

VIA:

Signature and typed name of FISCAL ADMINISTRATOR

E-mail address and phone no.

FROM:

Signature and typed name of PROJECT AUTHORITY

E-mail address and phone no.

SUBJECT: **PROPERTY DISPOSAL**

REF: RCUH Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RCUH Project Title:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Property** | **Acq. FY** | **Cost** | **Reason for Disposal** | **Decal No.** | **Affix Decal Here** |
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**\*Direct project: Attach sponsor approval.**