If Yes to Pickup Required, Surplus Picked-Up and Disposed Of (either surplus/recycle/trash)

**Approved**

**Email Receipt Sent to Submitter for Records (Includes attachment)**

No Attachment required for this disposal code.

**Update Google Doc**

**Fixed Assets Removes from Inventory Afer Sold**

**Approval Email goes to Fixed Assets**

**Approval Email goes to Warehouse**

**No further Action.**

Not Approved

**Email to Department Head for Approval (Includes Attachment)**