

Request to Cannibalize Personal Property

DOC # (for PPB use only)

PART A -- Requester

1. I request authorization to cannibalize the following personal property item.
 I understand that cannibalization of property without authorization can result in personal liability. The parts removed will be used only for official Government purposes and I agree to transfer the residual parts to the Personal Property Branch.

Decal	Description	Manufacturer		
Model	Serial No.	Acquisition Cost	Acquisition Date	Present Condition

2. Part(s) Requested (give a full description)	Estimated Cost if Purchased New
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3. **JUSTIFICATION.** Include the benefit to NIH in cannibalizing this property, the intended use of the requested parts, the decal number of the property item that will be upgraded with the cannibalized parts, etc.

4. Requester's Name	ICD or Organization	Phone No.
5. Requester's Signature	Date of Request	ICD
Custodial Code	Phone No.	Fax No.

6. RECOMMENDING OFFICIALS (Signatures)

a. ICD Approval	Date	c. Property Management Representative	Date
b. Property Custodial Officer	Date	<i>Forward this form to the Personal Property Branch, Building 13, Room 2E65.</i>	

PART B -- Personal Property Branch Approval

1. PPB Equipment Specialist	Date	2. Chief, PAS	Date
3. APPROVAL: Cannibalization is approved. After cannibalization occurs, transfer the residual parts and the property decal to the Personal Property Branch, Building 13, Room 2E65, using Form NIH 649, "Report of Property Transfer." Tape a copy of the approved form to the parts shipment.		Chief, Personal Property Branch	Date

NIH 2741 (12/13)

DISTRIBUTION OF COPIES: White - Requester
 Green - Property Management Representative
 Canary - Chief, PAS
 Pink - Equipment Specialist
 Goldenrod - Audit File