

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 (<i>give a full description</i>)						Estimated Cost if Purchased New	
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 (<i>Signatures</i>)							
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 (12/93) <div>DISTRIBUTION OF COPIES: White - Requester Green - Property Management Representative Canary - Chief, PAS Pink - Equipment Specialist Goldenrod - Audit File</div>							