# Asset Disposal/Move Form

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>CU Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Attach Bar Code Tag Here</td>
</tr>
<tr>
<td>Disposal/Move Date</td>
<td></td>
</tr>
<tr>
<td>Asset Serial# / VIN</td>
<td></td>
</tr>
<tr>
<td>Description of Asset</td>
<td></td>
</tr>
<tr>
<td>Original PO# (if known)</td>
<td></td>
</tr>
</tbody>
</table>

Select one of the following disposal/move actions and complete all information in the section.

- **Sold**
  - Sale Price: $
  - Money Deposited To: [Fund] [Org] [Account]
  
  *Attach a copy of the deposit slip to this form.*

- **Traded In**
  - Used to Purchase: [From Vendor]
  
  *Attach a copy of the invoice showing the trade in value to this form.*

- **Transferred/Moved to Another CU Department**
  - From Department: [To Department]
  - Department Contact: [Department Contact]
  - User Org #: [User Org #]
  - Bldg Name: [Room #]

- **Donated, Discarded, or Other**
  - [ ] Donated To Agency: [Agency Name]
  - [ ] Discarded, Obsolete or No Value
  - [ ] Other, Explain
  
  *Attach a copy of the donation receipt to this form.*

**Department Approval Signature:** ___________________________ **Date:** __________

**Dean Approval Signature:** ___________________________ **Date:** __________

*Dean’s approval required when equipment is moving to another institution.
Send the completed form to the Accounting Services Office.
Visit the Accounting Services website for additional information about disposals.

Rev 3/16