

Asset Disposal/Move Form

Contact Name		CU Tag Number	
Phone Number		Attach Bar Code Tag Here	
Department			
Disposal/Move Date			
Asset Serial# /VIN			
Description of Asset			
Original PO# (if known)			

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

Sold

Sale Price	\$	
Money Deposited To	_____	_____
	Fund	Org
		Account
<i>Attach a copy of the deposit slip to this form.</i>		

Traded In

Used to Purchase	From Vendor
<i>Attach a copy of the invoice showing the trade in value to this form.</i>	

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

<input type="checkbox"/> Donated To Agency Name
<input type="checkbox"/> Discarded, Obsolete or No Value
<input type="checkbox"/> Other, Explain
<i>Attach a copy of the donation receipt to this form.</i>

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.