



To: Budget Officer
 From: June Hall (Controller's Office)
 Date: January 31st, 2014
 Subject: Disposal of Fixed Assets

Our records indicate that you have disposed of a Fixed Asset that had previously been reported on your "Equipment Inventory by Department FY 2014".

The University of Denver Property Administration policy states that written notification must be approved in advance before disposing of University property (Fixed Assets). Please provide written notification that includes the following:

- DU Tag#: (Silver tag, 5 digit number)
- Fixed Asset Description: (banner → FFIMAST, enter in P#)
- Disposition: (Sold, given away, or disposed of)
- If sold or given away, to whom: (name, institution, contact information)
- Reason for Disposition:
- Last Location of Fixed Asset: (include building and room number)
- Date of Disposal or Sale: (expect/exact sales date)
- Proceeds received, if any:
- FOAP used for proceeds: (fund, organization, account "550657", program)
- Name of Person: (your name, signature and contact information)
- Unit Budget Office: (name and signature of budget officer)

Please attach this memo to the form and forward this documentation to myself at the Controller's Office, Mary Reed Building – 107A, or june.hall@du.edu. Please feel free to call me with questions at 303-871-3393.

Thank you,

June Hall
 Controller's Office (Mary Reed Building 107A)
june.hall@du.edu
 303-871-3393

