

### Asset Disposal/Move Form

<b>Contact Name</b>		<b>P-Tag Number</b>	
<b>Phone Number</b>		<b>Attach P-Tag</b>	
<b>Department</b>			
<b>Disposal/Move Date</b>			
<b>Asset Serial#/VIN</b>			
<b>Asset Description</b>			

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

☐ **Transferred**

From Department:	To Department:
Department Contact:	Department Contact:
User Org #:	User Org #:
Bldg Name:	Bldg Name:
Room #:	Room #:

Was there an attempt to repurpose among the University community before selling, trading-in, donating or discarding?

☐ Yes ☐ No

If No Please Explain: \_\_\_\_\_

☐ **Sold**

<b>Sale Price</b> \$
<b>Money Deposited To</b> _____ Fund                      Org                      Account

**Traded In**

Used to Purchase:

From Vendor:

Attach a copy of the invoice showing the trade in value to this form.

**Donated, Discarded, or Other**

Donated Agency Name

Discarded Reason

Other - Explanation

Attach a donation receipt to this form.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Net Book Value Up to \$5,000**

Unit Budget Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Net Book Value \$5,000 - \$10,000**

Deans/ Directors: \_\_\_\_\_

Date: \_\_\_\_\_

**Net Book Value greater than \$10,000**

University Controller: \_\_\_\_\_

Date: \_\_\_\_\_