

Asset Information

Equipment Asset (Tag) Number (please remove tag and attach)	Description
Original Cost / Net Book Value (please include both)	Acquisition Date/Year
Manufacturer	Make/Model
Serial Number	Owning Department (Dept #)
FAS Account Equipment Originally Purchased On	Original Purchase Order Number

Transaction Type

Junk/Discard

Used for Parts

Trade-In: Purchase orders must indicate if equipment is being traded in as part of the purchase. Procurement and Payment Services will facilitate and authorize trade-ins.

Estimated proceeds: \$ _____ Purchase Order: _____

Sale: Any sale of University equipment to third parties, including University employees, requires the prior approval of Financial Services and Procurement and Payment Services.

Estimated proceeds: \$ _____ FAS Account: _____

Stolen: University Police Department must be notified when equipment is stolen. Please attach SECURITY LOSS REPORT.

Transferred to another Institution: The transfer of equipment to another institution requires approval of Financial Services based upon written recommendation of the head of the Department or the administrative Dean, Vice President, or Director. Please attach communications and contact information for the transfer institution.

Approvals

Equipment Coordinator/Administrator	Signature	Date
Divisional Representative	Signature	Date
Sponsored Award Accounting*	Signature	Date
Procurement & Payment Services**	Signature	Date

Equipment Purchased on Federal Funds: By checking this box, the University confirms this disposal complies with requirements for equipment purchased on Federal funds, including any additional requirements imposed by the awarding agency.

*SAA prior approval required for any sales of equipment purchased with federal funds (Ledger 5)

**PPS approval only required for trade-in or sale

CAA USE ONLY

Date Asset Physically Disposed:

Date Asset Disposed of in Property System:

Disposal Code:

Asset Disposed by: