



Preparing people to lead extraordinary lives

Asset Management Equipment Disposal Form

Complete the form below if university-owned capital equipment is sold, transferred or disposed of. Capital equipment has a minimum cost of \$5,000 and a useful life of one year or more. Please note, anytime you dispose of tagged equipment, complete the form. This form does not grant approval to dispose of equipment, it only serves to update the inventory database. You should obtain, and keep on file, written approval from your dean, chairperson or department administrator to remove capital equipment, however you don't need the approval of the university's Asset Management Accountant.

*Name _____ Title _____ *Today's Date _____

*Department _____ *E-mail _____ Phone _____

*Type of Disposition:

Sold Scrapped Transfer w/in LUC Transfer outside LUC Traded-in Donated Missing

If transferred, New Location: _____ *Equipment Disposal Date: _____

If Sold, Traded-in, or Donated, Recipient & Price Paid: _____

Reason if Missing: _____

Tag #	*Description (Manufacturer, Model & Serial #)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*Required Field