## Mary Baldwin College

A private College in the public service

Business & Finance - Asset Management
PO Box 1500

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1540-887-7000
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## **Fixed Asset Disposal Form**

Certain Fixed Assets require additional MBC forms for disposal, which may include a **Receipt and Waiver Form** and/or an **Asset Release List**. Full details of procedures for the Mary Baldwin Asset Management process is found on the Mary Baldwin College Business Office web site.

All departments retiring or disposing of College assets that had an estimated acquisition value equal or greater than \$1,000.00 must submit the following information to the Business Office before disposing of the asset. The **Asset Inventory Bar Code Tag** must be removed from the asset and attached to this form.

Bar Code Tag#		
Building Location	Room Location	
Description of Asset		
Manufacturer's Name		
Model #	Serial #	
Reason For Disposal		
Signature		
Date of Disposal		

PLEASE ATTACHED INVENTORY BAR CODE TAG