Fixed Assets Disposal/Transferal/Sale Form

(See Policy 7250)

DISPOSAL

Department/Building Asset/Tag#

Disposal Requested By:

Location of Asset:

Asset Description:

Serial or VIN #:

Reason for Disposal:

Condition of Asset:

Value of Asset:

TRANSFERAL (If the asset is being transferred to another location)

From Department/Building: Asset/Tag#

Transferal Requested By:

To Department/Building:

Receipt of Asset Approved by:

Reason for Transferal:

Condition of Asset:

Value of Asset: Serial or VIN #

SALE OR TRADE

From Department/Building: Asset/Tag#

Sale Requested By:

Purchasing Party

Sale of Asset Approved by:

Reason for Sale:

Condition of Asset:

Value of Asset: Serial or VIN #