



ASSET DISPOSITION FORM

Asset Tag Number(s) (attach list if necessary) \$ Original Cost (if known)

Asset Description

Requesting School / Department

PART A

Reason for disposition: _____

Requested disposition method:

- School / Department to sell at a minimum price of \$ _____ after advertising for not less than _____ days in the following publication or electronic forum: _____.
- Purchasing Department to sell at a minimum price of \$ _____ after advertising for not less than _____ days in publications or electronic forums deemed appropriate by the Purchasing Department.
- Discard.

Signature of Approving Official Date

PURCHASING DEPARTMENT DECISION AND DIRECTIVE

- The above described asset is approved to be sold by the School / Department at a minimum price of \$ _____ after advertising for not less than _____ days in the following publication or electronic forum: _____. After the sale, please complete Part B and forward this document and the proceeds from the sale to the Finance Department.
- The above described asset is approved to be sold by the Purchasing Department at a minimum price of \$ _____ after advertising for not less than _____ days in the following publication or electronic forum: _____. Please return this document and the asset to the Purchasing Department by _____. After the sale, the Purchasing Department will complete Part B, send a copy of this document to the School / Department, and forward this document and the proceeds from the sale to the Finance Department.
- The above described asset is to be transferred to _____. Please contact the receiving School / Department by _____ to arrange for delivery of the asset. Then, complete Part C and forward this document to the receiving School / Department along with the asset.
- The above described asset is approved to be discarded. Please discard the asset as deemed appropriate, complete Part D, and keep this document with your asset records.

Signature of Approving Official Date

PART B

The above described asset was sold on _____ for \$ _____. A copy of the receipt and the proceeds from the sale accompany this document.

Signature of Approving Official Date

PART C

The above described asset was transferred to _____ on _____.

Signature of Approving Official Date

PART D

The above described asset was discarded on _____.

Signature of Approving Official Date