

Equipment Disposal Form

Instructions: Complete tag number, description, serial number, location and disposal code. Provide as much descriptive information as possible. Department Head/Supervisor must sign. Please note that equipment trade-ins on this form must be approved by the Purchasing Office.

Date	Department Name		
Department Contact		Campus	Contact Phone Number

Asset Tag Number	Description/Manufacturer	Serial No.	Location (Building & Room)	Disposal Code	Fixed Asset Use Only Cost

Disposal Codes:

DC Discarded	SA Salvaged	TR Trade-In
DE Destroyed	SC Scrapped	TX Transferred
NF Not Found	SO Sold	

Signatures

Person Making Request	Date	Director, Facilities & Grounds	Date
Division Chair/Supervisor	Date	Associate Director, Financial Services	Date