

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 Approval	_____ Date	_____ Business Office Manager Approval	_____ Date