

Please Note: For removal of all computers and related networked equipment, contact Information Technology. For removal of all other equipment, complete parts I and II, then forward to the Budget and Finance Office.

EQUIPMENT TRANSFER AND DISPOSAL

_____ **TRANSFER** _____ **TRADE-IN** _____ **DISPOSAL**

I.	Description of Item (s)	OTC Tag #	Manufacturer #	Serial #	Working Condition

II. Please attach any agency required permissions.

Signature of Person Approving Action _____ Date _____

Vice President Approval _____ Date _____

Present Location:

Building _____ Room Number _____ Department _____

III. Forward to Budget and Finance Office – Fixed Assets

Original Funding Source _____

Disposal Restrictions _____

Authorization for Trade, Transfer, or Disposal _____

Date _____

IV. Forward to the Vice President of Administration and Business for Disposal

If transfer, new location:

Building _____ Room Number _____ Department _____ Date _____

Disposal Method _____ Date _____

Salvage Value _____

Disposition Costs: Advertising _____ Appraisal _____ Handling _____