

## Capital Equipment Asset Status / Disposal Form

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Complete the form below if university-owned capital equipment is sold, transferred or disposed. Please note, any disposal of tagged equipment, requires this form. This form does not grant approval to dispose of equipment, it only serves to update the University's inventory. You should obtain, and keep on file, written approval from your dean or department administrator to dispose capital equipment.

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Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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**Type of Disposition:**

**Sold**    **Scrapped**    **Transfer, New Location**    **Traded-in**    **Donated**    **Missing**

If transferred, New Location: \_\_\_\_\_ Equipment Disposal Date: \_\_\_\_\_

If Sold, Traded-in, or Donated; Recipient & Price Paid: \_\_\_\_\_

If known, reason if Missing:  
\_\_\_\_\_

Tag #	Description (Manufacturer, Model & Serial #)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I have received approval from my Department Head \_\_\_\_\_ to dispose of this equipment.

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**Signature of Manager making disposal**

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**Date**

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**Signature of Department Head**

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**Date**

Send to Sherrie Westbrooks, Fixed Asset Accountant: Campus Box 2900, Fax 336-278-5299, email [swestbrooks2@elon.edu](mailto:swestbrooks2@elon.edu)