

Capital Equipment Asset Status / Disposal Form

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.

Name _____ Title _____ Date _____

Department _____ Email _____ Phone _____

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.

Signature of Manager making disposal

Date

Signature of Department Head

Date

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