



**ASSET DISPOSITION FORM**

EFFECTIVE DATE \_\_\_\_\_

**ASSET INFORMATION**

ASSET NUMBER \_\_\_\_\_ MODEL \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_ SERIAL# \_\_\_\_\_  
VENDOR ID \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
PROJECT \_\_\_\_\_ OBJECT \_\_\_\_\_

**DISPOSITION INFORMATION**

SALE \_\_\_\_\_ TRADE IN \_\_\_\_\_  
(INCLUDE THE DESCRIPTION OF NEW ASSET IN EXPLANATION SECTION)  
THEFT OR LOSS \_\_\_\_\_ OTHER \_\_\_\_\_  
(MISSING AND STOLEN ASSETS MUST BE REPORTED TO FOUNDATION)

EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_

**SALE INFORMATION**

PROCEEDS \_\_\_\_\_ ORIGINAL COST \_\_\_\_\_  
BOOK VALUE \_\_\_\_\_ ACCUM DEPREC \_\_\_\_\_  
GAIN/LOSS \_\_\_\_\_  
PAYMENT METHOD \_\_\_\_\_ AMOUNT \_\_\_\_\_

**DISPOSITION APPROVAL**

INITIATOR \_\_\_\_\_ DATE \_\_\_\_\_  
DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_  
FOUNDATION \_\_\_\_\_ DATE \_\_\_\_\_  
PREPARED \_\_\_\_\_ INPUT \_\_\_\_\_ DATE \_\_\_\_\_

**\*Please attach Sales Document and Asset Tag**