



Method of Disposition (check appropriate box below)

Donation

Sale

Trade

Scrapped

Lost/Moved/Stolen

Transferred

Surplus Recycle

Item #	Description	Model #	Serial #	Quantity	Unit/Tag#	Condition	Original Cost	Remarks – To/From
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Property Management will assist you by providing original costs and barcoding information. Condition: E=Excellent G=Good P=Poor S=Scrap

This form must have appropriate documentation attached per method of disposition. For example, if donation is checked, donation paperwork should be attached.

Printed Name: Dept. VP, Chair, Dean, Dir. Or IT Staff	Dept. VP, Chair, Dean,Dir or IT Staff (Signed)	Title and/or department equipment assigned to.	
Assistant Director/Property Management (typed)	Assistant Director/Property Management (signed)	Institution Name / Address:	Pages
VP, Dean, or signatory designee (Typed)	VP, Dean, or signatory designee (Signed)	Date equipment removed from system	Date signed

A copy of this form goes – via email to **Shawn DeFord**, the appropriate parties @ your college.