

REQUEST FOR ASSET DISPOSAL (TRANSFER)

| <u>Asset Description</u> | <u>Tag or Other Identification #</u> | <u>To be transferred from</u> | | <u>To be transferred to</u> | |
|--------------------------|--------------------------------------|-------------------------------|-----------------|-----------------------------|-----------------|
| | | <u>Dept.</u> | <u>Location</u> | <u>Date</u> | <u>Location</u> |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Reason for disposal (transfer) _____

Method of disposal _____

Signature of building principal _____

Date of request _____ Approved _____ Disapproved _____

Signature of fixed asset manager _____

Date of disposal (transfer) _____ If sold for scrap, amount received _____

If traded in, tag or identification number of asset acquired _____

Signature of building principal _____