

Equipment Disposal Form

Complete the form below if tagged equipment is sold, transferred, or otherwise disposed of. You may obtain approval from the dean, chairperson or department administrator to transfer tagged equipment within AU: Approval to sell or otherwise dispose tagged equipment must be obtained from the VPBF or Controller. **Please return the completed form to the Business Office.**

Authorization

DEPARTMENT AUTHORIZATION FOR TRANSFER WITHIN AU _____

DATE _____

AUTHORIZATION TO SELL OR SCRAP _____

DATE _____

Contact Information

*Name _____

*Today's Date _____

*Department _____

Title _____

*E-mail _____

Phone _____

Type of Disposition

Sold

Donated

Traded-In

Transferred

Scrapped

Missing

Equipment Disposal Date _____

New Location (If transferred) _____

Recipient & Price Paid (if sold, traded-in or donated) _____

Reason if Missing

Description of Equipment

*Tag # _____

*Description (Manufacturer, Model & Serial #) _____

*Required Field