

DATE _____ ASSET CONTROL NUMBER _____ Computer asset disposals are processed by IT. Please attach signed forms to items and contact Technology Support x7284

THE OWNING DEPARTMENT DISPOSING/TRANSFERRING WILL PROVIDE:

Department Name _____

Description _____

If this asset was purchased on a grant, please provide grant number _____

Justification for disposal/transfer _____

APPROVAL FROM DEPARTMENT HEAD

Signature _____ Print Name _____

DISPOSAL—THIS SYSTEM WILL BE DISPOSED

TRANSFER—THE RECEIVING DEPARTMENT WILL PROVIDE
Department Name _____
APPROVAL FROM GAINING DEPARTMENT HEAD
Signature _____ Print Name _____
New Building and Room Number _____

Note: Turn asset in to Property Administration intact to include all attachments. For example, a computer should be complete with monitor, CPU, keyboard, mouse and all internal parts. For capitalized software, all computer disks/CDs and literature must also be turned in.

FOR TRANSFER OR DISPOSAL, PROVIDE THIS FORM TO PROPERTY FOR POSTING:

RE: TRANSFER, PROPERTY ADMINISTRATION WILL:

- 1. Secure new building number _____ Secure new room number _____
- 2. Post the necessary transfer transaction to the appropriate department's account and forward updated copies of reports reflecting those changes to the losing and gaining department heads.

RE: DISPOSAL, PROPERTY ADMINISTRATION WILL PROVIDE:

- 1. Acquisition Cost _____
- 2. Date of Acquisition _____
- 3. A signed copy of this form to the owning department once the item is turned over to Property Administration for disposal.

Received by _____ Date _____

- 4. Post necessary transaction to the department's account.
- 5. Updated copies of reports reflecting the change to the department head.

Posted by (print) _____ Signature _____

Date _____