

# Equipment Sale Form

<b>Name of equipment to be sold/disposed:</b>	
<b>Responsible Party:</b>	
<b>Department:</b>	
<b>Serial Number/Identifier:</b>	
<b>Date sold:</b>	
<b>Sale price:</b> <input type="checkbox"/> Includes sales tax; <input type="checkbox"/> Tax exempt form attached	\$

**Submitted by:**

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Chair/designee e-signature

- Provost's Office
- Finance adjusts inventory, for capital equipment
- Finance deducts sales tax, if applicable