



Asset Redeployment/Disposal Form

Asset Tag #: _____ Item Location: _____

Item Description: _____

Serial #: _____ Manufacturer: _____

Condition:

Excellent/good Fair Poor/Beyond repair Stolen Potentially hazardous*

* Describe potential hazard: _____

Recommended for:

Redeployment Trade-in Sale Used for Parts Donation Storage Disposal N/A

Comments: _____

Equipment Coordinator: _____ Ext: _____ Date: _____

Approved by Dean/Executive Dean/Director/Executive Director:

Name: _____

Signature: _____ Date: _____

FINANCIAL SERVICES ONLY	
Redeployment/relocation:	_____
Final Disposal:	Final disposal date: _____
<input type="checkbox"/> Sold <input type="checkbox"/> Recycled <input type="checkbox"/> Donated <input type="checkbox"/> N/A <input type="checkbox"/> Other _____	
Fixed asset records updated by	_____ Date: _____