



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: _____

☐ Sold ☐ Recycled ☐ Donated ☐ N/A ☐ Other _____

Fixed asset records updated by _____ Date: _____