



## Asset Disposal Form

Route to Finance and Administration Secretary

Date:	Initiated By:	Extension:
Asset Category:	Department:	Division:

The asset(s) listed below were disposed of on *(insert date)* :

Asset Number	Equipment or Vehicle #	Description <small>(include year, make &amp; model for vehicles and equipment)</small>	VIN or Serial Number	Plate Number	Estimated Value <small>(or Trade-in value)</small>

**Manner of disposal:**

<input type="checkbox"/>	Auction: <small>(list auction firm)</small>	
<input type="checkbox"/>	Trade-in: <small>(list vendor name)</small>	
<input type="checkbox"/>	Refuse/Recycle:	
<input type="checkbox"/>	Other: <small>(list details)</small>	

**Justification for Disposal:**

<input type="checkbox"/>	Past useful life expectancy
<input type="checkbox"/>	Repair cost is more than replacement
<input type="checkbox"/>	No longer needed
<input type="checkbox"/>	Other: <small>(list details)</small>

**Approval Signatures**

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Accounting Use Only:**

**Fixed Asset Disposal**

Fund:		Useful Life: <small>(months)</small>	
Object Account:		Depreciation Business Unit:	
Original Value:		Depreciation Object:	
Accumulated Depreciation:		Percent or Amount Replaced:	

Asset Disposal Form is required for all items with an original purchase price of \$5000 or more for items purchased from 2002 forward and \$1000 for items purchased prior to 2002.