



Asset Move / Surplus Disposal Form

Type of Request Move _____ Dispose (trash) _____ Sale _____ Donate _____

Department Name: _____

Date: _____

Requester's Name: _____

Requester's Extension: _____

Move Request:

Move From Location - Building _____

Room # _____

Move to Location - Building _____

Room # _____

Surplus Disposal Request

Net Asset Value (contact the Office of the Controller): _____

Comptroller Signature: _____ Date: _____

Asset Description	Location of Item	LU Asset Tag #	Title III Asset Tag #	Reason for Disposal (see below)	GL Code

Reason for disposal: Broken, Obsolete, Not needed

Department AVP Signature _____

Date _____

Title III Signature if required _____

Date _____

AVP Facilities Signature _____

Date _____

Director of Purchasing (**Disposal / Donation only**) _____

Date _____

Move request should be submitted to the Facilities Department.

Disposal / Donation request should be submitted to the Purchasing Department.

Purchasing will attach back up documents for disposal or donation and send the completed form to Finance.