



**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 \_\_\_\_\_

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**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.**