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: ______________