

Route this form to: Inventory Services Suite 4 WBOB West Bank Campus Mail Fax 612/626-8220	U Wide Form: UM 1393 GS 82343 Rev: 03/24/10
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Capital Equipment Asset Disposal Form

Use the form when disposing of currently recorded capital equipment assets.

INVENTORY SERVICES (612) 626-8222

PROPERTY DISPOSAL (Check appropriate boxes)

Check if Equipment (e.g., computer, copier, printer, multi-function device) has a hard drive

(Before disposal see secure data deletion in the University Administrative Procedure: Enhanced Security for Computers and Other Electronic Devices at http://www.policy.umn.edu/Policies/it/Use/SECUREDATA_PROCO2.html#deletion)

External Transfer

External Sale

Donation

Scrap

Other _____

DEPARTMENTAL REASON FOR REQUEST

PROPERTY DETAIL (use additional page if necessary)				CHECK IF BOUGHT ON SPONSORED
Asset Tag No.	Serial No.	Model No.	Description	
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Property Disposal Recommendation – Inventory Services

CUSTODIAL RESPONSIBILITY:

Department Name _____ Dept. ID#: _____

Requested By: _____ Phone: _____ Date: _____
(Please Print)

Building: _____ Room#: _____

APPROVALS (Requester should obtain signature below) :

Form Approver (print name): _____
 (Administrator, RRC Manager, Department Head, or Dean)

Form Approver (signature): _____ Date: _____

Office of the Controller (signature): _____ Date: _____

Mail to: Inventory Services, Suite 4 WBOB, West Bank Campus Mail or Fax to: 612/626-8220