

Capital Equipment Asset Disposal Form

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

ACCOUNTING SERVICES

PROPERTY DISPOSAL (Check appropriate boxes)

Check if Equipment (e.g., computer, copier, printer, multi-function device) has a hard drive
 (Before disposal see Media Sanitization standard in the Information Security Policy at <http://policy.umn.edu/it/securedata-appo>)

- 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 – Accounting 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:** _____

Scan & Email this form to: Accounting Services, controller@umn.edu