

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 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 – 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