

ASSET DISPOSAL/TRANSFER

| <u>Department</u> | | | | |
|--|------------------------|---|-------------------------|------------------------|
| State Tech ID (Inventory Tag#) | | | | |
| DISPOSAL | | | | |
| Date of Disposal | | | | |
| | | | | |
| Disposal Description (circle one) | Ewaste | Trashed | Gov Deals (see below) | Other (describe below) |
| | other | | | |
| | | | | |
| | | | | |
| TRANSFER Date of Transfer | | | | |
| | | | | |
| Asset is being transferred | From (department name) | | | |
| | To (department name) | | | |
| | | | | |
| Details of Trade | : | ن داد د د د د د د د د د د د د د د د د د | i a mali a a la la | |
| | include det | ails of \$ transfer if | аррисаріе | |
| GOVDEALS | | | | |
| Anticipated Sale Price | | | | |
| Bid Start Amount | | | | |
| Bid Increments | | | | |
| Reserve Amount | | | | |
| Item Condition (circle all that apply) | Operable | Inoperable | For Parts Only Needs Re | pair Unknown |
| Year/Age of item | | | | |
| Dimensions and weight of item | | | | |
| Other information | | | | |
| | | | | |
| Department Chair Signature | | | | |
| BUSINESS OFFICE USE ONLY | | | | |
| Gov Deals ID# | | | | |
| Removed from Inventory Title: | Y or N | | | |
| Insurance | Y or N | | | |