



### ASSET DISPOSITION FORM

*Please complete this form when a capital (fixed) asset is disposed of, lost, stolen or changes departments and forward to the Business Office Administration.*

The fixed asset bearing the WHSD tag number (white sticker) is no longer in our department/school.

- Tag Number: \_\_\_\_\_
- Location of asset: \_\_\_\_\_
- School/Department: \_\_\_\_\_
- Office/Classroom Location: \_\_\_\_\_

If you do not have a WHSD tag number (sticker) on the item, please give a brief description of the manufacturer, model number or serial number:

Select the manner of disposal described below and provide the information requested:

1. **Transfer:** The asset was transferred to School/Department effective as of \_\_\_\_\_  
The person to contact at the School/Department: \_\_\_\_\_
2. **Discarded:** The asset had no sale or trade-in value and was junked on \_\_\_\_\_
3. **Theft:** The asset was noticed missing on \_\_\_\_\_
4. **Other:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Telephone Extension:** \_\_\_\_\_

For more information or questions, please contact the Business Office @ ext. 0127.