



Capital Asset Disposal Form

Complete the form below if university-owned capital assets are sold, transferred or disposed of. This form does not grant approval to dispose of equipment it only serves to update the capital asset inventory. Upon completion of this form, please forward to the Business Manager.

Name: _____ Title: _____ Today's Date: _____

Department: _____ E-mail: _____ Campus Ext: _____

Type of Disposition:

- Sold Transfer w/in Clark Returned Traded-In Donated
 Missing Stolen Junked

If transferred, New Location: _____ Disposal Date: _____

If Sold, Traded-In, or Donated, Recipient & Price Paid: _____

Explanation if Missing or Stolen (attach copy of Police report, if stolen): _____

Asset Description:

Description	Serial #	Location	Original Purchase Date	Original Purchase Price	Sale Price (if applicable)

Business Manager Approval _____ Date: _____

Approved copy to be sent to General Accounting – Associate Controller