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 it 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Serial #</th>
<th>Location</th>
<th>Original Purchase Date</th>
<th>Original Purchase Price</th>
<th>Sale Price (if applicable)</th>
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</thead>
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</tbody>
</table>

Business Manager Approval ______________________________     Date:   ___________________

Approved copy to be sent to General Accounting – Associate Controller