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:

<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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Business Manager Approval __________________________ Date: ______________

Approved copy to be sent to General Accounting – Associate Controller