

Asset Disposal Form
(Broken or Damaged - Furniture, Fixture & Equipment)

Performed by (Name & Title)			
Department/Campus		Date	

Completed by Department/Campus and then forwarded to Document & Assets Department					For Assets Mgmt. Image #
Item Description	Quantity	Assigned Location	Reason Code	Status Code	

Administrator Approval Signature:

Signature of Person who Inventorying Items:

This form is to be used for assets that have met the end of their life cycle and are not reusable in surplus to be disposed of onsite (chairs, tables, etc.). Larger items that need disposal need to be sent to the Asset Distribution Center by means of a work order and a signed Inventory Transfer Form (774-004.1).

Reason Codes:

- B – Broken
- D – Damaged
- O - Obsolete

Status Codes for Assets Custodian:

- T – Trash
- S – Scrap Metal