



ASSET/EQUIPMENT DISPOSITION & TRANSFER FORM

Asset Description _____

Make/Model _____ Serial Number _____

Was this asset worth over \$5,000 when new? YES NO Was this asset purchased with grant funds? YES NO
If yes, which grant? _____

Is this asset a component of a larger unit? YES. (describe below) NO (skip to Proposed Asset Disposition below)

Larger Unit Description _____

Make/Model _____ Serial Number/RFID Number _____

PROPOSED ASSET DISPOSITION

Transfer Asset Reason: No Longer Needed Other _____

To NPC Location _____ To Other Entity _____

From _____ Effective Transfer Date _____

Dispose of Asset

Reason For Disposal: Obsolete Non-repairable Theft/Loss

Disposal Requested: Trade-in Auction/Sale Scrap/Landfill Part-out/Cannibalize

Instructions _____

SIGNATURE AUTHORIZATION & ENTRY

Requested By _____ Date _____

Supervisor Authorization _____ Date _____

Asset Manager Authorization _____ Date _____

Transfer/Disposition Recorded By _____ Date _____

Once this form is signed by the requestor and their supervisor, send to Business Office for authorization. After processing, this form will be returned to requestor who is then responsible for coordinating pick-up and/or disposal with the correct NPC department.