

PACIFIC UNIVERSITY ASSET DISPOSITION FORM

This form must be completed and remitted to the Business Office-Purchasing for each piece of disposed equipment.

Department _____

Asset Description _____

Manufacturer _____ Model Number _____

Asset Serial Number _____ Asset Tag Number _____

Date of Disposal _____

Type of Disposal (check one)

Sale _____ Trade-in _____ Retirement _____ Theft/Loss _____

IntraCampus Trade _____ to what department _____

If the asset was used as a trade-in, please indicate the purchase order number of the associated asset purchase. P.O. Number _____

Department Head Signature _____

Budget Authority Signature _____

Business Office Signature _____