PACIFIC UNIVERSITY
ASSET DISPOSITION FORM

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

Department

________________________________________________________

Asset Description

________________________________________________________

__________________________________

Manufacturer

________________________________________________________

Serial No.

____________________________  Model No. _____________________

Asset Tag No.

____________________________  Disposal Date ______________________

Type of Disposition (Check One):

_____ Sale

_____ Trade-in

Purchase Order No. of associated asset purchase: ________________

_____ Retirement

_____ Theft/Loss

_____ IntraCampus Move

To What Department ________________________________

_____ Other (Replacement, Donation, etc.): __________________________

Initiator Signature:  

________________________________________________________

Budget Authority Signature:  

________________________________________________________