

Grayson College Asset Disposal Form

Instructions

1. Complete the section below for your department.
2. If disposing of multiple / like items, type "See Page 2" in the "Inventory Item and Description" field, and then complete the [additional form](#) with the item's descriptions.
3. Have the department supervisor execute in the space provided.
4. DO NOT dispose of the item(s).
5. Scan the executed form and attach it to a [Facilities Maintenance "ticket"](https://help.grayson.edu/Main/frmTickets.aspx) (<https://help.grayson.edu/Main/frmTickets.aspx>).
6. Facilities Maintenance personnel will pick up the item(s) for proper disposal or sale.

Complete and attach to Facilities Maintenance Ticket

Department:

Contact Person

Contact Phone Number

Today's Date

Inventory Tag No:

Serial No:

Campus Location: Main South West

Physical Location and Room Number

Inventory Item and Description

Grant? Yes No

If YES, what is the Grant name?

Is this Item Missing? Yes No

If YES, explain why:

Reason for Asset Disposal Request

Department Supervisor

To Be Completed by Asset Disposal Personnel

Disposal Department: _____ Disposal Date: _____

Disposal Method: Sold Auctioned Other: _____

Sold for Scrap Discarded

Disposal Personnel

Asset Disposal Personnel are to scan and email this form to the Business Office with a carbon copy to Business Services

To Be Completed by the Business Office

Fixed Asset? _____ Doc. No. _____

Date asset was removed from Fixed Asset Inventory in GP: _____

Was item fully depreciated? Yes No N/A

If NO, what is the Net Book Value? _____

Business Office