

Grayson College
Asset Disposal Form

Please complete the following and return to the Business Office.

Department: _____

Today's Date: _____

Inventory Tag No.: _____ Serial No.: _____

Physical Location: _____

Inventory Item / Description: _____

Is this Item Missing? Yes No If YES, explain why: _____

Disposal Reason: _____

Director of Department

Executive Leadership

To be completed by the Business Office

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

Was item fully depreciated? Yes No

If NO, what is the Net Book Value: _____

Disposal Method: Sold Auctioned
 Sold for Scrap Discarded
 Other: _____

Disposal Date: _____

Vice President for Business Services

Date