

Purpose of this form: To report and approve assets to be disposed. Additional asset tags can be listed on a separate spreadsheet and attached to this form. Sale of property should be coordinated using the [Sale of University Property Form \[pdf\]](#).

Department Report

Asset Tag #: _____ Description: _____ Condition _____
Model #: _____ Serial #: _____ Manufacturer: _____
Department Number: _____ Department Name: _____
Type of Report: _____ Reason for Disposal _____
Name of Recipient Acquiring Asset: _____ Asking Price: _____
Recipient Street Address: _____
City: _____ State: _____ Zip Code: _____

Business Manager or Property Officer

Signature

Date

Property Accounting

Acquired Date: _____ Accounting Information: _____
Original Cost: _____ Book Value: _____ PO #: _____

Sponsored Projects Accounting Approver

Signature

Date

Property Accounting Services Approver

Signature

Date

Remarks

Party Acquiring Asset Signature: _____ Party Acquiring Asset Title: _____

Date of Disposal: _____ Account Credited: _____ Sale Price: _____

PAS Use Only

PAS processed by: _____

Copy sent to SPA? Yes No Date: _____

Submit this form to
Property Accounting Services at
PropertyAccounting@andrew.cmu.edu.