THE UNIVERSITY OF CHICAGO

Equipment Disposal Form

Asset Information

Equipment Asset (Tag) Number (please remove tag and attach)

Description

Original Cost / Net Book Value (please include both)

Acquisition Date/Year

Manufacturer

Make/Model

Serial Number

Owning Department (Dept #)

FAS Account Equipment Originally Purchased On

Original Purchase Order Number

Transaction Type

Junk/Discard

Used for Parts

Trade-In: *Purchase orders must indicate if equipment is being traded in as part of the purchase. Procurement and Payment Services will facilitate and authorize trade-ins.*

Estimated proceeds: $_____   Purchase Order: _____

Sale: *Any sale of University equipment to third parties, including University employees, requires the prior approval of Financial Services and Procurement and Payment Services.*

Estimated proceeds: $_____   FAS Account: _____

Stolen: *University Police Department must be notified when equipment is stolen. Please attach* <u>SECURITY LOSS REPORT.</u>

Transferred to another Institution: *The transfer of equipment to another institution requires approval of Financial Services based upon written recommendation of the head of the Department or the administrative Dean, Vice President, or Director. Please attach communications and contact information for the transfer institution.*

Approvals

Equipment Coordinator/Administrator   Signature   Date

Divisional Representative   Signature   Date

University Research Administration*   Signature   Date

Procurement & Payment Services**   Signature   Date

Equipment Purchased on Federal Funds: By checking this box, the University confirms this disposal complies with requirements for equipment purchased on Federal funds, including any additional requirements imposed by the awarding agency.

*URA approval(signature) required for all federal funded disposals. Prior approval required for any sales of equipment with federal funds (Ledger 5)
**PPS approval only required for trade-in or sale

CAA USE ONLY

Date Asset Physically Disposed: Date Asset Disposed of in Property System:

Disposal Code: Asset Disposed by:

Please return form to Financial Services Attn: Capital Asset Accounting, 6054 S Drexel Ave. Suite 300 or capitalassets@uchicago.edu