OAKWOOD COLLEGE ACCOUNTING OFFICE: FIXED ASSETS

EQUIPMENT DISPOSAL REPORT

Department _____ Date _____

TAG #	ITEM DESCRIPTION	CONDITION			REASON FOR DISPOSAL	DISPOSED EQUIPMENT				
		GOOD	FAIR	POOR		DISCARD	SURPLUS SALE	TRADE-IN	WARE HOUSE	COMMENTS
			Minor Repairs	Major Repairs						

Requested by _____ Department Head

Authorized by: _____ Vice-President

Fixed Asset Control: _____ Fixed Asset Accountant

Verified by: _____ Chief Accountant

Approved by: _____ Controller

Pick-up: _____ Warehouse

Date

Procedure: ***Requesting Department: Procedure 1,2,3.*** ***Warehouse: Procedure 4.***

1. Indicate tag number, item description, condition of equipment, reason for disposal and sign appropriate signatures.

2. Deliver a copy of the completed form to the Accounting Office, attention Fixed Asset Accountant for classifying, approval and further instructions for disposal.

3. Deliver a copy of the completed form to Warehouse for pickup and appropriate disposal. ALL COMPUTERS MUST BE DELIVERED TO THE TECHNOLOGY DEPT.

4. Warehouse date, sign, indicate the status of the disposed equipment and submit a copy of the completed form to the Accounting Office for final reconciliation.