



**Fixed Asset  
Transfer/Disposal Form**

**Current Location:** \_\_\_\_\_

**Item:** \_\_\_\_\_

**Questar III Inventory #:** \_\_\_\_\_

**Brand / Make / Model #:** \_\_\_\_\_

☐ **TRANSFER OF ASSET**

☐ **DISPOSE OF ASSET**

**New Location:**

- |  |                                    |  |                                     |
|--|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> ADMIN CENTER      | <input type="checkbox"/> 1070      | <input type="checkbox"/> CATSKILL ACAD | <input type="checkbox"/> CGEC       |
| <input type="checkbox"/> GEORGE WASHINGTON | <input type="checkbox"/> RENS ACAD | <input type="checkbox"/> REC           | <input type="checkbox"/> ACAD @ REC |
| <input type="checkbox"/> SACKETT           | <input type="checkbox"/> WAREHOUSE | <input type="checkbox"/> OTHER _____   |                                     |

Room # \_\_\_\_\_ Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Effective Date: \_\_\_\_\_



## Asset Disposal

Current Location: \_\_\_\_\_

Item: \_\_\_\_\_

Questar III Inventory #: \_\_\_\_\_

Brand / Make / Model #: \_\_\_\_\_

**Detailed Description** *(include age, what works or does not work, general condition, specific item details, and any other accessories included)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person submitting the description: \_\_\_\_\_

Location Item will be stored until sold: \_\_\_\_\_

\_\_\_\_\_

### Directions

1. Fill out information above and submit to your principal / supervisor.
2. Principal (as applicable) and program/department supervisor signs off.
3. Copy of completed form is e-mailed to the Warehouse Manager:
  - a. go on the board agenda and
  - b. be disposed of or posted for sale.

\_\_\_\_\_  
Signature of Principal (as applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program/Department Director

\_\_\_\_\_  
Date