

Divine Word College

Asset Disposal/Transfer Form

Date: _____ Dept. _____

Asset Description: _____

Estimated Value: _____

Serial Number or VIN # _____

Disposal: Check appropriate box

____ Donation – Agency _____

Agency Signature _____

____ Sold: Date & To Whom: _____

____ Interoffice Transfer: To Whom: _____

____ Replacement: _____

____ Discarded (Where) _____ Signature _____

____ Traded Information: VIN # _____

____ Vehicle Sale to Third Party: VIN # _____

____ Lost (when give details) _____

____ Stolen – Give details – attach police report _____

Vice President for Operations Authorization:

Signature: _____

(approved 12/01/17)