

UNIVERSITY OF NOTRE DAME

Capital Equipment Disposal Form

Please complete this form when capital equipment is removed from campus or is relocated.
The University capital equipment threshold is \$5,000 per item as of July 1, 2007.

This form must be approved by your department's business manager or equipment manager.

Date of Transaction:

Contact Name:

Title:

Email/phone:

Method of Disposition:

Scrapped Stolen Other

Transferred >> New Contact:

 >> New Location:

Traded-in >> New PO#:

Sold >> Sales Price:

 >> FOAP Credited:

 >> Recipient:

Tag / Univ. ID #	Asset description	Location	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business/Equipment Manager Approval

Accounting Purposes:

Fixed Asset System Updated:

RSPA Approval(if applicable):

Risk Mgmt Notified(if applicable):

If you have any questions regarding your equipment or this form, please contact Sheri Cheek, Manager, Plant Fund Accounting at 1-8434 or scheek@nd.edu. Completed forms may be submitted via email or campus mail (826 Grace