

UNIVERSITY OF NOTRE DAME

Capital Equipment Disposal Form

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

This form must be approved by your department's Budget Administrator.

Date of Transaction:

Contact Name:

Title:

Department:

E-mail:

Phone:

Method of Disposition: Sold Scrapped Transfer Traded-in
 Stolen Obsolete Other

Recipient:

Transferred to (if applicable): Dept: Contact:

Location:

Sale Price: **FOAP # Credited:**

Tag / Univ. ID #	Description (Manufacturer, Model & Serial #)	Asset Location	
		Bldg	Dept
<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"/>

Budget Administrator Approval: _____

Accounting Purposes:

Fixed Asset System Updated:

Date Completed

Risk Management 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, fax (1-8445) or campus mail (713 Grace Hall).