

Berea College  
Fixed Asset Disposal Form  
*(Attach to asset if possible)*

**PLEASE PRINT**

Date: \_\_\_\_\_

Was asset purchased with federal grant funds? (Check One)  YES  NO

Asset Tag Number: \_\_\_\_\_

Asset Description/Condition: \_\_\_\_\_

Vin/Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**EQUIPMENT DISPOSAL**  
*(To Be Completed By Purchasing)*

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Date of Disposal: \_\_\_\_\_

\_\_\_\_\_ Scrap                      \_\_\_\_\_ Trade-In      Trade-In Value: \_\_\_\_\_                      Date of Trade: \_\_\_\_\_

\_\_\_\_\_ Surplus                      \_\_\_\_\_ Sold                      Amount of Sale: \_\_\_\_\_                      Cost Of Disposal: \_\_\_\_\_

\_\_\_\_\_ Lost                      \_\_\_\_\_ Stolen (Attach Copy of Police Report) - Asset Net Book Value: \_\_\_\_\_

\_\_\_\_\_ Permanently Impaired- Revised Value (After Impairment): \_\_\_\_\_

\_\_\_\_\_ Other                      \_\_\_\_\_ Transfer - Dept. Receiving Asset \_\_\_\_\_

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**FINANCIAL AFFAIRS APPROVALS**

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**Purchasing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Controller:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Entered In Banner:** \_\_\_\_\_ **Date:** \_\_\_\_\_