CAPITAL ASSET TRANSFER or REMOVAL FROM SERVICE

This form is to be completed when any WTC capital asset (original value of $5000 or more) is transferred to a new location (including storage) or removed from service by disposal, sale via bid process or auction, or donation to another government agency (city, county or state). Completed form must be turned into the Business Office.

Asset Number: ______________________ (Number indicated on red tag---if no tag is present, leave blank)

Description of Asset (include make, model, etc.): __________________________________________________

Serial Number/VIN: ______________________ (if applicable) Original Location of Asset: ______________________

Check One:

TRANSFER _________ If checked, DATE OF TRANSFER __________________

DISPOSAL _________ If checked, DATE OF DISPOSAL ________________

SALE OF ASSET _________ If checked, DATE OF SALE ________________

DONATION _________ If checked, DATE OF DONATION ________________

Complete for TRANSFER:

New Location of Asset: ____________________________________________

Reason for Transfer: ______________________________________________

Complete for SALE OF ASSET:

Check One:

BID PROCESS _________ If checked, BID NUMBER ISSUED ______________

AUCTION SALE _________ If checked, DATE OF AUCTION ______________

Purchased By: ____________________________________________________

Name

Address

Sale/Bid Price: ____________________________________________________

Complete for DONATION OF ASSET:

Donated to: ______________________________________________________

Name

Address

____________________________________________________________________

Chair/Dean/Director/Supervisor Signature _____________________________ Date ______________________

CFO/Controller Signature __________________________________________ Date ______________________

Entered in POISE Fixed Assets: ____________________________

Initials and Date Entered