

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 DISPOSAL:

Reason for Disposal: _____

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