

APPALACHIAN STATE UNIVERSITY
BOONE, NC 28608
MOVABLE EQUIPMENT - NOTICE OF DISPOSAL
OR CHANGE IN LOCATION

This form is to be used track Equipment Inventory whenever there is a permanent change in the location of an inventory item or whenever an inventory item is lost, stolen, traded-in, sent to Surplus Property, scrapped, or transferred to another department or institution. **This form must accompany items sent to the Warehouse for surplus and send an electronic copy to wooddi@appstate.edu.**

Decal/ Tag #: _____

Item Description: _____

TRANSFERS AND RELOCATIONS:

Transfer Date: _____

Transferred to Department/Institution: _____

Building Name/Room number:

From: _____ To: _____

DISPOSALS:

Date: _____

SENT TO SURPLUS PROPERTY

MISSING (If item is found, resubmit form using "OTHER" box)

STOLEN (Copy of Police Report Attached, *Required*)

TRADED-IN

SCRAPPED (ex. Damaged Beyond Repair)

SOLD (Surplus Property Department use ONLY)

OTHER (Provide Explanation Below)

EXPLANATION OF TRANSFER, DISPOSAL, OR RELOCATION:

Department: _____

Fund: _____

Prepared By: _____

Date Prepared: _____

Dept. Chair: _____

Use below for 1) Any changes related to grant funded assets and 2) For missing or stolen assets

College Dean: _____

Special Funds: _____