Asset Management Equipment Move and Disposal Form

*Today's date

Unauthorized removal, disposal, or expropriation of University-funded, grant-funded, or Government-owned property constitutes a serious breach of University policy. Please refer to the Capital Asset Management Policy for guidance.

Capital assets are personal property that have a value greater than or equal to \$5,000 and have an estimated life of greater than one year. Any capital equipment to be disposed of by way of sale, transfer, or scrapping requires prior approval in writing from the Department Chair or Administrator. Additional approval is required from Sponsored Program Accounting for grant-funded equipment. Please complete and submit the form below including all supporting documentation to the General Accounting Inventory@luc.edu).

This form does not grant approval to dispose of equipment; it only serves to update the inventory database.

Title

*Department		*]	*E-mail		Phone	
*Type of Disposition:						
Sold	Scrapped	Transfer within LUC	Transfer outsid	e LUC Tr	aded-in	Donated
If transferred, 1	new location:					
If sold, traded-	in, or donated p	rovide name of buyer/recip	oient & selling pri	ce:		
If sold, please 1	provide the AU/	Account where the proceed	ls were deposited:			
Asset Tag #	Asset De	scription (Manufacturer, Mod	lel & Serial #)	*Disposal Date	*	Reason for Disposal
If "Other" was c	chosen for the dist	oosal reason, an explanation f	or the disposal is R	EOUIRED below	7:	

*Required fields

*Name