ARCHDIOCESE OF AGANA

ASSET DISPOSAL FORM

THIS FORM IS USED TO DOCUMENT THE DISPOSAL OF BOTH MAJOR ASSETS AND MINOR EQUIPMENT AND IS REQUIRED TO BE FILED FOR AUDIT PURPOSES

PARISH/SCHOOL/ENTITY: _____ **TEL.** _____

CONTACT: _____ **EMAIL** _____

ASSET DESCRIPTION	ASSET TAG/BARCODE	SERIAL NUMBER	LOCATION	CODE CONDITION	REASON FOR DISPOSAL CODE	METHOD OF DISPOSAL CODE	AGE OF ASSET (YEARS)	EXPECTED DATE OF DISPOSAL	ASSET OFFICE USE ONLY	
									ASSET NO	WRITTEN DOWN VALUE$
**** Sold or Donated To:***				****Sale Price***						

DATE: _____ DATE: _____

RECOMMENDED BY: **APPROVED BY:**

JOB TITLE: _____ JOB TITLE: _____

PRINT NAME: **PRINT NAME:**

ACCOUNTING USE ONLY

Processed _____ **Filled** _____ **Signature** _____ **Date** _____

CONDITION CODE
P - Poor **E** - Excellent
F - Fair **G** - Good

REASON FOR DISPOSAL CODE
B - Beyond Economic Repair **S** - Surplus to requirements
O - Obsolete **T** - Theft **R** - Replaced by Upgrade

RECOMMENDED METHOD OF DISPOSAL CODE
C - Computer Recycle Scheme **D** - Donated
I - Already scraped without approval **S** - Scrap
TI - Trade In **T** - Tender Sold