

# Property Management

John Johnson

## DISPOSAL OF FIXED ASSETS FORM (Please fill in all relevant sections)

Division: \_\_\_\_\_

Department: \_\_\_\_\_

Disposal Requested By: \_\_\_\_\_

Location of Asset: \_\_\_\_\_

Item Description: \_\_\_\_\_

Serial or VIN #: \_\_\_\_\_

Is the asset being transferred? If so:

To Department: \_\_\_\_\_

Building: \_\_\_\_\_

Location: \_\_\_\_\_

Receipt of Asset Approved by: \_\_\_\_\_

Reason for Disposition: \_\_\_\_\_

Disposal Date: \_\_\_\_\_

Condition of Item: \_\_\_\_\_

Disposition of Item (Explain if traded, salvaged or sold – include name of Division, Department. Or Company):

Traded\_\_\_ Salvaged\_\_\_ Sold\_\_\_ Transferred\_\_\_ Donated\_\_\_

Where Item was transferred: \_\_\_\_\_

Explain: \_\_\_\_\_

Value if so or traded: \$ \_\_\_\_\_ Salvage cost: \$ \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Purchase Date: \_\_\_\_\_ Installation Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Department Head Date

Completed: \_\_\_\_\_  
Leech Lake Band Property Manager Date

Created 8/3/16 JJ property Manager