



REQUEST FOR ASSET RELOCATION OR DISPOSAL

<u>Building</u>	<u>Department</u>	<u>Date</u>	<u>Contact Name</u>
-----------------	-------------------	-------------	---------------------

Relocation of Asset Information:

My room and its complete inventory have moved from room _____ to room _____

Tag Number	From		To		Condition			Description of Item
	Building	Room	Building	Room	Good	Fair	Poor	

Disposal of Asset Info.: For replaced / discarded assets, complete and have the Principal / Administrator sign below.

Check the appropriate reason for disposal:

Sold at Auction (AU) _____ Lost (L) _____ Stolen (ST) _____
 Discarded (D) _____ Sold (S) _____ Trade-In (TI) _____
 Other _____

Tag Number	From		Condition			If Sold		Description of Item
	Building	Room	Good	Fair	Poor	Price	Receipt	

Administration / Dept. Head: _____

Date: _____