



## REQUEST FOR ASSET RELOCATION OR DISPOSAL

<u>Building</u>	<u>Department</u>	<u>Date</u>	<u>Contact Name</u>
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**Relocation of Asset Information:**

My room and its complete inventory have moved from room \_\_\_\_\_ to room \_\_\_\_\_

Tag Number	From		To		Condition			Description of Item
	<u>Building</u>	<u>Room</u>	<u>Building</u>	<u>Room</u>	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
	<u>Building</u>	<u>Room</u>	Good	Fair	Poor	Price	Receipt	

Administration / Dept. Head: \_\_\_\_\_

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