

REQUEST FOR DISPOSAL OF UNIVERSITY PROPERTY

NOTE: To be submitted to Accounting Office for approval by the CFO.

Detailed guidelines can be accessed from the Financial Policies and Procedures Handbook, online

<https://www3.tusculum.edu/finance/>; page 7.

Asset Tag # _____ Department _____ Date _____

Description (include Serial/Model #) _____

Location (Building/Room Location) _____

D (Disposal) or S (Sale) of Asset _____

If SALE, list the buyer's proposed sales price (Provide documentation in writing):

Reason for Disposal _____

Requestor Name _____ Signature _____ Date _____
(Print)

Dept/Div Chair _____ Dept/Div Chair Signature _____ Date _____

FOR ACCOUNTING OFFICE USE ONLY

NBV of Asset: _____ Estimated Gain (Loss) _____

CFO _____ CFO Signature _____ Date _____

Notes: