

Harvard University

Notification of Disposition of Equipment Form

Departments must complete and retain locally and/or forward to their school's Equipment Management Office which will in turn inform the University's Office of Fixed Asset Accounting if the disposal removes the asset from Harvard control or ownership.

Departments may complete and retain form locally and/or forward to their school's Equipment Mgmt. Office

1. Equipment disposed of:

Tag No. Description: Titled to:

Acquisition Date Current location:
Bldg. Room
Condition: Address if off-campus

Net Book Value: \$

If special terms & conditions exist affecting disposal, describe:

2. Type of Disposal:

(sale, donation, trade-in, return to vendor, return to sponsor, other)

3. Reason for Disposal:

(no longer needed, no longer functional, no longer satisfactory, other)

4. If selling/donating, name & address of receiving party:

5. Remarks

6. Department approval of equipment transfer

Authorized signature

Date