

# NOTIFICATION OF SIGNIFICANT EXTERNAL SALE OF CAPITAL EQUIPMENT

*Please complete one form for each asset sold*

*This form is used to notify OFAA of **significant external** sales of capital equipment so that the appropriate entries can be made to properly classify any gain or loss on the sale and to remove the asset, accumulated depreciation and related loan and/or equity from the general ledger. The external sale of a capital equipment asset is considered "significant" if the sale proceeds exceed \$10,000.*

**Description of Asset:**

Type of equipment as originally booked (check one from each category)

Category A

- General \_\_\_\_\_
- Scientific \_\_\_\_\_
- Computer \_\_\_\_\_
- Software \_\_\_\_\_
- Residential F+F \_\_\_\_\_
- Office F+F \_\_\_\_\_
- Vehicle \_\_\_\_\_

Category B

- Nonsponsored \_\_\_\_\_
- Sponsored \_\_\_\_\_
- Debt Financed \_\_\_\_\_

Fiscal year asset was placed in service: **FY** \_\_\_\_\_

**Is there an outstanding loan on this asset?** \_\_\_\_\_  
**If so, what is the Activity value associated with the loan?** \_\_\_\_\_

**Coding to which sales proceeds have been credited:**

Tub	Org	Object	Fund	Activity	Subactivity	Root	\$ Amount
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**Approvals**

Tub Officer \_\_\_\_\_ Date: \_\_\_\_\_  
 OFAA \_\_\_\_\_ Date: \_\_\_\_\_  
 OTM \_\_\_\_\_ Date: \_\_\_\_\_  
 (debt financed WIP)

*Submit form to Beth Doherty, 371 Holyoke Center (copy to go to Equipment Management, Suite 727 Holyoke Center, Cambridge, MA)*