



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>	G	F	P	

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>	G	F	P	Dollar Amt. Received	Receipt	

Administration/Dept. Head: _____

Date: _____