

Methodist University Asset Disposal / Transfer Form
 Accounting Department Phone 630-7013 / Fax 630-7306

Department/Responsibility: _____ Disposal Date: _____

Requested By: _____

** Approved By: _____

****All disposals/transfers must be approved by the area's Vice President.**

Complete this section ONLY for Asset Disposal(s) Disposal Date: _____

Contact Person: _____ Ext.: _____

Email Address: _____

* Methodist Property Tag #	Description (Give make and model if possible)	# Reason for Disposal	Last location of Asset	
			Building	Room #

* The number from the "Property of Methodist College" sticker.

Reasons for disposal include: Retirement, Sale, Trade or Like-item exchange. If monetary value is received, provide the amount and nature of the transaction in the comments below.

Comments: _____

Complete this section ONLY for Asset Transfer(s) Transfer Date: _____

Contact Person: _____ Ext.: _____

Email Address: _____

* Methodist Property Tag #	Description (Give make and model if possible)	Old location of Asset		New location of Asset		
		Building	Room #	Building	Room #	Department

* The number from the "Property of Methodist College" sticker.

Comments: _____

For Accounting Office Use

Received: _____	Asset ID #: _____
Date entered into FE: _____	
MU Purchasing Office 4/14/08	