

**ASSET INFORMATION FORM
FIXED ASSET MANAGEMENT SYSTEM
DISPOSITIONS**

Date Submitted to Public Services Dept: _____

Submitted by: _____ Dept: _____

Item #	Asset Tag #	Description	Dept Code (AP520-8)	Location Code (AP520-9)	Date Disposed	Disposal Method (1)	Value or Sale Price	Reason for Disposal
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Public Services Dept. Approval: _____ Date: _____

(1) Disposal Method: (1) Sold; (2) Donated; (3) Traded in; (4) Scrapped; (5) Recycled; (6) Other, explain: _____

(Include supporting documents eg: Sales invoice # _____, letters, COR Receipt AP502-1)

Date Public Services Dept. forward to Finance: _____

Finance Dept. Approval: _____ Date: _____ GL: _____