

HAVERFORD

CAPITAL EQUIPMENT INVENTORY RETIREMENT FORM

(Return completed form to the Controller's Office)

Requestor: _____
 Department: _____
 Date: _____

<u>Asset Tag #</u>	<u>Serial #</u>	<u>Asset Description</u>	<u>Disposal Code</u>	<u>Explanation</u>

Business Office Use:			
	Asset(s) Removed from Equipment Inventory Schedule		Initials
	G/L Retirement Entry		Doc #
			Date

Disposal Codes: T = Trade-In, SO = Sold, SC = Scraped, C = Cannibalized, D = Damaged/Destroyed, S = Stolen

Note: See next page for further explanation of Disposal Codes and additional information & requirements

Disposal Codes : Description and Requirements

T = Trade-In - Provide copy of invoice showing trade in \$ amount is required.

SO = Sold - Provide \$ amount of proceeds and where deposited

SC = Scraped - If received salvage \$ value, provide \$ amount of proceeds and where deposited

C = Cannibalized - Parts of equipment have been used to upgrade or repair other equipment. Asset Tag # of upgraded or repaired asset is required.

D = Damaged/Destroyed - Provide description of circumstances of loss due to Damage / Destruction, report to Campus Security & Risk Manager

S = Stolen, please report to Campus Security and provide police report if available.

Excerpt from Controller's Office Policy Manual, see URL for additional detail: http://www.haverford.edu/business/policies_and_procedures/

E. Disposal or Trade-In of Fixed Assets. No college assets of value should be sold, traded-in or otherwise disposed of without the approval of the Controller or the Vice President for Finance and Administration. All such disposals should be reported to the Business Office describing the asset involved, the tag number, if applicable, and the nature of the transaction. For office equipment and similar assets not sold or traded-in, the department head should contact the Director of Purchasing to determine if the asset should be stored for future use. If not and the asset is considered worthless, (e.g. surplus or obsolete) the department head may proceed with the disposal of the item.