

ASSET DISPOSAL FORM

(To be completed by originating department/program when asset is to be disposed)

Asset

Tag Number _____

Description _____

Manufacturer _____

Model Number _____

Serial Number _____

Physical Location _____

Date Acquired _____

Purchase Price _____

Fair Market Value

Does the asset have a current fair market value of \$5,000 or more? Yes No

If yes, was the asset purchased with federal dollars? Yes No

If yes, please provide:

NWESD 189 Federal Program Name and Number _____

Federal CFDA # _____ - _____

Percentage of Federal Participation in the original cost _____ %

Note: Federally purchased assets with a per unit fair market value of over \$5,000 must reimburse the federal program proportionately. Disposed assets with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed with no further obligation to the federal awarding agency.

Disposal Reason:

Disposal Method (circle): Surplus Destroy

Disposal Approved by Supervisor:

_____ Date: _____

Disposal Completed by:

_____ Date: _____

Attach record of surplus or sale or if destroyed, provide second signature below

Witness to Destruction:

_____ Date: _____

Asset removed from Listing by:

_____ Date: _____