

MORGAN COMMUNITY COLLEGE - Asset Disposal Request Form

(Requires Pre-Approval from Controller & Purchasing Office before Asset is disposed of)

Instructions: Please complete all fields for each asset. The signature of the person completing this form is required. Submit to Purchasing for approval before disposing of asset.

ASSET INFO	ASSET1	ASSET2	ASSET3	ASSET4	ASSET5	ASSET6
MCC TAG#						
ITEM DESCRIPTION						
SERIAL/VIN #						
LOCATION						
CAMPUS						
BUILDING						
ROOM						
DISPOSAL REQUEST INFO						
REASON FOR DISPOSAL						
IS ASSET USABLE? (Y/N)						
ASSET CONDITION						
DO YOU NEED ITEM REMOVED? (Y/N)						
BELOW COMPLETED BY PURCHASING OFFICE ONLY						
ORIGINAL COST	\$	\$	\$	\$	\$	\$
ESTIMATED CURRENT MARKET VALUE	\$	\$	\$	\$	\$	\$
PURCHASED W/ FED FUNDS?						

PREPARED BY: _____ DATE _____ ENTERED BY: _____ DATE _____

CONTROLLER APPROVAL: _____ DATE _____