

___/___/___

Western Cass FPD Asset Disposal Form

QB

Asset Name/Number: (leave blank for Treasurer)

Asset Account: (leave blank for Treasurer)

Disposal Reason*:

- Visually distracting
- No benefit
- No longer required
- Per Policy # _____
- Change in space use
- Outdated/Req replacement
- Takes up storage space
- Not needed in future
- Optimum selling time
- Standard incompliance
- Creates potential fraud
- Creates hazard/risk
- Contains hazmat
- Beyond repair
- Stolen
- Missing/Cannot be found

Asset Description:

Sold or Retired to:

Check if sold to employee, then calculate imputed income

Retirement Date:
(MM/DD/YYYY)

Imputed Income: \$

Retirement Price: \$

Approval Signature/Approval

Date: x / /
(MM/DD/YYYY)

Retirement Costs: \$ (Provide details)

Market Value: \$

Asset Description:

Location:

Serial Number:

Disposal Method and Attachments*

- Direct sale (bill-of-sale)
- Bid (bid announcement; all bids; & bill-of-sale)
- Trade-in (trade-in form or invoice w/trade-in)
- Auction (agent agreement)
- Donation (Form #806-2 w/NFP letter of good standing)
- Recycled (recycler's ticket)
- Junked/Destroyed (2 affidavits of junking or destruction)
- Cannibalized (none; describe in Notes)
- Stolen (law enforcement report or case number)
- Missing/Cannot be found

Notes:

1st

Notification Date:

2nd

Notification Date:

Payment Date:

Removal Date:

*See Disposal of Assets Policy #806