

**FAIRMONT STATE  
UNIVERSITY**

**PIERPONT COMMUNITY  
AND TECHNICAL COLLEGE**

**ASSET DISPOSAL REPORTING FORM  
USED FOR SURPLUS/WORN OUT OR OBSOLETE ITEMS**

:

*To be completed by School/Department*

SCHOOL/DEPARTMENT : \_\_\_\_\_

ASSET # \_\_\_\_\_ SERIAL # \_\_\_\_\_

ASSET DESCRIPTION \_\_\_\_\_

BLDG #: \_\_\_\_\_ ROOM #: \_\_\_\_\_

Reason for Requesting Disposals: \_\_\_\_\_

Place of Storage Until Pick-up: \_\_\_\_\_

\_\_\_\_\_  
I AUTHORIZE THE DISPOSAL OF THE ASSET IDENTIFIED ABOVE.

\_\_\_\_\_  
Dean, Chair, VP or Director

\_\_\_\_\_  
Date

*To be completed by Physical Plant*

DATE PICKED UP FROM DEPARTEMNT: \_\_\_\_\_

SIGNATURE OF PHYSICAL PLANT STAFF: \_\_\_\_\_

DATE ASSET SURPLUSED : \_\_\_\_\_

SIGNATURE OF PHYSICAL PLANT STAFF: \_\_\_\_\_

Once asset has been surplusd, the form needs to be sent to Accounting (Patti Murray-Fidura) for removal from the Fixed Asset Inventory System.

\_\_\_\_\_  
Signature –Accountant

\_\_\_\_\_  
Date