

**Texas Christian University
Asset Disposal Form**



Fill in information below: _____ Date: _____
 Asset ID number: _____ TCU Tag Number: _____
 Date Asset Originally Purchased: _____
 Asset Description: _____

Transfer	Transfer From	Transfer To
Account:	_____	_____
Fund:	_____	_____
Department:	_____	_____
Project:	_____	_____
Department Approval:	_____	_____

Disposal
Check One Item
<input type="checkbox"/> Asset Obsolete Describe condition of asset: _____
<input type="checkbox"/> Asset Stolen TCU Police Report#: _____
<input type="checkbox"/> Asset Sold Amount Received \$ _____ Purchaser's Name: _____ Purchaser's Address: _____ Purchaser's Phone: _____ Attach Purchaser's Tax Exempt Certificate if applicable.

Approvals			
_____ SUPERVISOR'S SIGNATURE (Required)	DATE	TCU ext.	DEPT #
_____ VICE CHANCELLOR (if over \$10,000 or capitalized)	DATE	TCU ext.	DEPT #
_____ VICE CHANCELLOR OF FINANCE AND ADMINISTRATION (Required for assets funded by tax exempt bonds)	DATE	TCU ext.	DEPT #

*Deliver copy of Form to: Assistant Director of Accounting, Financial Services, Sadler Hall