



Capital Asset / Equipment Disposal Form

Please Fill out and send to Procurement Services (CE2309).

Name: _____

Department Name / Code: _____

Equipment Description:

Capital Asset / Equipment Number: _____

Disposal Type (please check one):

Sale of goods thru Procurement Services

Landfill disposal

Environmental disposal: (electronics/dangerous goods/chemicals)

-----**FINANCE USE ONLY**-----

General Ledger Account:

Sale of capital equipment proceeds to 10-000-04000-11500

Sale of non-capital equipment proceeds to 10-000-08200-43091

Purchasing Coordinator: _____

Manager of Accounting Services: _____