



Silver Lake College

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Inventory Disposal Form

<u>Unit Information</u> Department Name: _____ Unit Number: _____	<u>Purpose of Form</u> This form is to be used when disposing of an asset to properly record on our books. Please fill out as completely as possible and return to the Finance office in a timely matter.	<u>Indicate Type of Disposal</u> Sale: <input type="checkbox"/> Donation: <input type="checkbox"/> Scrap: <input type="checkbox"/>
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<u>Sale or Donation Information (If necessary)</u> Name of company/person sold or donated to: _____ Amount of sale: _____ *If sale, has company person paid for item (Please see below)	<u>Office Use Only</u> Date Received: _____ Processed: _____
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Item	Asset Description	Manufacturer	Serial Number	Date of Disposal	Asset #	Original Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

<u>Unit Authorization</u> Name: _____ Signature: _____ Title: _____ Date: _____	*If this was a sale, please attach the check to this form. If a check has not been received, please provide the necessary information below. An Invoice will be sent upon receipt of this form. Name of company/person to bill: _____ Address: _____ City, State, Zip code: _____ Phone Number: _____	<u>Receipt Acknowledgment</u> Name: _____ Signature: _____ Title: _____ Date: _____
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