

ASSET DISPOSAL FORM

Asset Description

Anticipated Sales Price

Reason for Disposal

Sale of Asset Approved By

(Vice President for Finance & Administration)

Actual Sales Price

\$

Date of Sale

Signature of Person
Responsible for Sale

Business Office Section	
Fixed Asset #	
Original Cost	
Accum Depreciation	
Sales Price	
Gain/Loss	
Date of Sales	
General Ledger #	