

Equipment Divestment Form

Name of equipment to be sold/disposed:	
Responsible Party:	
Department:	
Serial Number/Identifier:	
Present location:	
Equipment will be:	<input type="checkbox"/> Sold <input type="checkbox"/> Disposed
Anticipated sale price:	\$
Year Purchased:	
Original value of item:	\$
Was the item purchased with grant funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which grant?	

Submitted by:

 Chair/designee e-signature

Approval:

- Dean routes to Finance and Grants offices (if needed)
- Finance approval
- Grants Office approval
- Dean approves, informs requester