



**DREXEL UNIVERSITY and DREXEL UNIVERSITY  
COLLEGE OF MEDICINE  
ASSET DISPOSITION FORM**

*Please complete this form when a capital (fixed) asset is disposed of, lost, stolen or changes departments and forward to Gina Verdi, 3201 Arch St., Suite 340. Thank you.*

The fixed asset bearing the Drexel University tag number (blue and white sticker) \_\_\_\_\_ is no longer in our department.

- Location of asset:
- Department name:
- Department Location if different from above:
- The asset was charged to: Fund \_\_\_\_\_ Org \_\_\_\_\_

If you do not have a Drexel University tag number (sticker) on the item, please give a brief description of the manufacturer, model number or serial number:

Select the manner of disposal described below and provide the information requested;

1. **Transfer:** Please fill out the Capital Asset Transfer Form to request a change of custodian or department .
2. **Trade-In:** The asset was used as a trade in for the acquisition of a new asset, which is described as follows:

Description:

Manufacturer:

Model/Serial No:

Location:

Building:

Room No:

The trade-in allowance was \$ \_\_\_\_\_

3. **Unknown:** In an event an asset becomes unknown, after the department has done excessive research in trying to locate the asset. The department head or/ dean must approve the disposal of the asset.

4. **Sale:** The asset was sold to \_\_\_\_\_ for \$ \_\_\_\_\_ effective on \_\_\_\_\_

**Please contact General Accounting regarding the payment received for this sale of equipment. If you already deposited the payment please attach a copy of the cash deposit voucher.**

5. **Discarded:** The asset had no sale or trade-in value and was junked on \_\_\_\_\_

6. **Theft:** The asset was noticed missing on \_\_\_\_\_ Campus Security was notified of the theft on \_\_\_\_\_

7. **Other:**

**Capital Asset Custodian/ Cost Center Administrator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Telephone Extension:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

For more information about capital assets, please contact Leah Cruz at lmc74@drexel.edu or at extension 1432.