FA-13
(Rev 1/30/06)

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
FIXED ASSETS SYSTEM

EQUIPMENT DISPOSAL FORM

Instructions: Complete tag number, description, serial number, location and disposal code. Provide as much descriptive information as possible. Organization Head must sign. Please note that equipment trade-ins on this form must be approved by the Purchasing Office. **Mail original to: Fixed Assets, 121 Campus Supply Store**, 804 Oakland Ave. **Mail copy to:** Warehouse Services and Surplus Property, 2900 Oakland Ave, for pick-up. **Keep file copy.**

Organization Name: _____ Org. No. _____ Date: _____

Org. Head (Printed): _____ Phone: _____ Contact Person: _____

Org. Head (Signature): _____

Permanent Tag Number	Description/Manufacturer	Serial No.	Location Code	Disposal Code	Fixed Assets Use Only Cost
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					
0 _____ _____ _____ _____ _____ 0 0 0 0					

Disposal Codes:

DS	DESTROYED	ST	STOLEN
FR	FIRE	SU	SURPLUSED
JK	JUNKED/USED FOR PARTS	TO	TRANSFERRED OUT(GRANT OR STATE ORG)
LS	LOST	TR	TRADE-IN (WITH APPROVAL BY PURCHASING)
OB	OBSOLETE	WD	WATER DAMAGED

For forms:
http://fsv.uncg.edu/fa.html