



**DREXEL UNIVERSITY  
ASSET DISPOSITION FORM**

*Please complete this form when a capital (fixed) asset is disposed of, lost, stolen or changes departments and forward to Leah Cruz, 3201 Arch St., Suite 400 or fax to 215-895-1426. 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:** The asset was transferred to the department of \_\_\_\_\_ effective as of \_\_\_\_\_  
The person to contact at that department is \_\_\_\_\_
  
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. **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.**
  
4. **Discarded:** The asset had no sale or trade-in value and was junked on \_\_\_\_\_
  
5. **Theft:** The asset was noticed missing on \_\_\_\_\_ Campus Security was notified of the theft on \_\_\_\_\_
  
6. **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.