PART A
Reason for disposition: ___________________________________________________________________________________________________

Requested disposition method:
- School / Department to sell at a minimum price of $_____________ after advertising for not less than _____ days in the following
  publication or electronic forum: _______________________________________.
- Purchasing Department to sell at a minimum price of $_____________ after advertising for not less than _____ days in publications
  or electronic forums deemed appropriate by the Purchasing Department.
- Discard

______________________________ ______________
Signature of Approving Official Date

PURCHASING DEPARTMENT DECISION AND DIRECTIVE

The above described asset is approved to be sold by the School / Department at a minimum price of $_____________ after advertising for
not less than _____ days in the following publication or electronic forum: _______________________________________. After the
sale, please complete Part B and forward this document and the proceeds from the sale to the Finance Department.

The above described asset is approved to be sold by the Purchasing Department at a minimum price of $_____________ after advertising
for not less than _____ days in the following publication or electronic forum: _______________________________________. Please
return this document and the asset to the Purchasing Department by _______________. After the sale, the Purchasing Department will
complete Part B, send a copy of this document to the School / Department, and forward this document and the proceeds from the sale to the
Finance Department.

The above described asset is to be transferred to ___________________________________________. Please contact the receiving School /
Department by _______________ to arrange for delivery of the asset. Then, complete Part C and forward this document to the receiving
School / Department along with the asset.

The above described asset is approved to be discarded. Please discard the asset as deemed appropriate, complete Part D, and keep this
document with your asset records.

______________________________ ______________
Signature of Approving Official Date

PART B

The above described asset was sold on _______________ for $_____________. A copy of the receipt and the proceeds from the sale
accompany this document.

______________________________ ______________
Signature of Approving Official Date

PART C

The above described asset was transferred to ________________________________ on _______________.

______________________________ ______________
Signature of Approving Official Date

PART D

The above described asset was discarded on _______________.

______________________________ ______________
Signature of Approving Official Date