

RIT

Property Removal Form

This form is to be approved by the Department Head. The purpose of the form is to notify Property Accounting (ext. 5-4933), about inventory removals. Capital equipment removals must be deleted from the inventory.

Inventory Tag Number: _____

Department Number: _____

Description of Equipment: _____

Serial number: _____

Reason for removal: _____

(If on temporary loan, indicate return due date)

Proceeds (if a sale): _____

(The account on the deposit slip should be 01.01000.18100.00.00000.00000 (proceeds account). When the asset is retired from the Oracle Assets Inventory, the department owning the asset will receive a credit for the sale price on account 01.DDDDD.59550.XX.84200.00000.)

Released to: _____

Prepared by: _____

Approval: _____

Title: _____

Date: _____