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: ________________________________