

Asset Redeployment/Disposal Form

REQUESTOR INFORMATION	
Name	Department
Email	Date
ITEM DESCRIPTION	
Include quantity, Brock asset tag #, manufacturer, model #, serial #, and brief description of each item.	
RECOMMENDATION	
Recommended for: <input type="checkbox"/> Redeployment <input type="checkbox"/> Trade-in* <input type="checkbox"/> Sale* <input type="checkbox"/> Used for Parts <input type="checkbox"/> Scrap <input type="checkbox"/> Donation* <input type="checkbox"/> Storage <input type="checkbox"/> Unknown	
*Suggested trade-in/buyer/donor recipient: Contact Name: _____ Organization: _____ Address: _____ Phone: _____ Email: _____ Offer Amount (excluding taxes): \$ _____	
<i>NOTE: All buyers must be informed of Standard Conditions of Sale at time of offer.</i>	
Condition: <input type="checkbox"/> Excellent/good <input type="checkbox"/> Fair <input type="checkbox"/> Poor/Beyond repair <input type="checkbox"/> Obsolete <input type="checkbox"/> Lost/Stolen <input type="checkbox"/> Potentially hazardous^	
^Define potential hazard: _____	
Research or Specialized Technical Equipment: <input type="checkbox"/> Transferred to another institution Transfer to: _____ <input type="checkbox"/> Retiring faculty continues research <input type="checkbox"/> Research grant following departing faculty member to another institution	
Comments: 	

