



# ASSET STATUS FORM

Check one: Purchase Disposal Transfer Stolen Donated

This section must be completed for any status checked above

Date: \_\_\_\_\_ Department/Program:  B & A  EOC  HEC-TV  ETS  UB

Description: (HP printer, Dell Computer, table, chair, etc.) \_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Quantity: \_\_\_\_\_ HEC Tag ID #: \_\_\_\_\_

Office Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign name)

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign name)

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign name)

Please complete all applicable sections

## Disposal of asset(s)

Date discarded: \_\_\_\_\_ How was discarded?: \_\_\_\_\_

Reason for discard: \_\_\_\_\_  
(obsolete, damage, irreparable, trade-in, sold)

## Transferred asset(s)

Date Transferred: \_\_\_\_\_

Department and Office receiving asset: \_\_\_\_\_ From Department and Office: \_\_\_\_\_  
(include Department and Office if applicable)

Person receiving asset: \_\_\_\_\_  
(print name)

Reason for transfer: \_\_\_\_\_

## Lost/Stolen asset

Date lost/stolen: \_\_\_\_\_ Person reporting stolen asset: \_\_\_\_\_  
(print name)

Date reported to Supervisor: \_\_\_\_\_ Date reported to police: \_\_\_\_\_

Police Report #: \_\_\_\_\_

### FOR BUSINESS & ADMINISTRATION USE ONLY

Purchase Order Number	Date Purchased	Cost	Date Posted

Business Manager Signature \_\_\_\_\_

Date Received \_\_\_\_\_