

8/17/14

NOTIFICATION OF ASSET CHANGE OF STATUS

____ ADDITION ____ MOVEMENT DISPOSAL

TAG NUMBER: 00343

ASSET DESCRIPTION OR ASSET CODE: Typewriter in Bus.
Office (Ellen)

A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING: CURRENT: _____ FROM: _____

AREA/ROOM: CURRENT: _____ FROM: _____

DEPARTMENT: CURRENT: _____ FROM: _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE ACQUIRED: _____ HISTORIC VALUE: _____

P.O. NUMBER: _____ GRANT NAME: _____

CONDITION: _____ DISPOSITION: _____

B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: Broken

DATE OF DISPOSAL: _____ APPROVAL: _____

ASSET ADMINISTRATOR APPROVAL: _____ DATE: _____