TOOELE TECHNICAL COLLEGE

Fixed Asset Disposal Request Form

Asset Custodian Name	Department	Date

Item	Tag Number	Estimated Value

Condition

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Recommended Method of Disposal

☐ Donate ☐ Sale ☐ Dispose

Approvals

Asset Custodian _____

Vice President _____

President _____
If estimated value is over $5,000

IT Director _____
Electronic items only

Disposal Method

☐ Sale

☐ Disposed

Method _____

Amount _____

Date _____

Asset Manager _____