

CAPITAL ASSET DISPOSITION FORM

Controller's Office | Financial Reporting



Complete one form per item.

Users must be aware of, and in compliance with, the University Business Policies and Procedures and Signature Authority Policy.

Part I – Department Report

Department _____

Location Code _____

Building/Room # _____

Index Code _____

Type of Report Dispose – No Value Return to Sponsor Trade - In Idle Asset

Reason for Disposal No Longer Needed No Longer Satisfactory

Not Able to be Repaired Economically Other – Explain in *Remarks* section below

Condition Excellent Good Poor Unusable

Asset Tag # _____ Model # _____ Serial # _____

Manufacturer _____

Description _____

Approval

Equipment Manager Name _____ Univ ID # _____ Date _____

Equipment Manager Signature _____ Ext _____

Important – OIT consultation is required when disposing of electronic waste:

IT Representative Name _____ IT Representative Signature _____ Date _____

Department Head Name _____ Department Head Signature _____ Date _____

Remarks

Part II – Purchasing Department (respective campus)

Date Approved _____ Purchasing Approval _____

Date Disposed _____ Sale Price (if applicable) \$ _____ SR # _____

Disposal Method Sold Returned to Vendor Scrapped Internal Transfer

Traded In Returned to Sponsor Donated Other-Explain in *Remarks* section above

Part III – Financial Reporting Department (Stockton campus)

Effective Date: _____ Processed By/Date: _____ / _____ Doc #: _____

Copy sent to Sponsored Programs Accounting and Reporting Manager _____
(Only applicable if asset was acquired with grant funds, i.e., index begins with O0) Initials Date

CAPITAL ASSET DISPOSITION FORM - INSTRUCTIONS

Controller's Office | Financial Reporting

The Capital Asset Disposition Form must be completed when a capital asset is transferred to another location or is declared surplus.
Note: This form does not apply to shared capital assets or temporary transfers. Unless otherwise noted, all sections must be completed.

Part I – Department Report (*must be completed by Equipment Manager*)

Department: Department where the asset is presently located.

Location Code: Banner Finance code, up to six digits (see form FTVLOCN).

Building/Room #: The building and room number where the asset is presently located.

Index Code: Index code asset was charged to when purchased.

Type of Report: Select one of the following that best explains the nature of the disposal report:

Dispose – No Value: Condition of asset is such that it has become obsolete and likely will not be used by another University department.

Trade – In: Asset is to be traded with a vendor for another piece of equipment.

Return to Sponsor: Applies only to assets purchased with grant/contract funds (i.e., index codes beginning with O0).

Idle Asset: Asset is no longer of use to the department but is in working condition and may be used by another University department; or, asset is no longer in-service, but is being used for spare parts.

Reason for Disposal: Select one of the following that best explains reason for removal:

No Longer Needed: Asset is in satisfactory working condition but no longer required by department.

No Longer Satisfactory: Asset is not in satisfactory working condition and is no longer needed by department.

Not Able to Repair Economically: Asset is not in working condition and the cost to repair does not extend its value of usefulness to the University.

Other: Explanation required under “Remarks” section of form.

Condition: Select one of the following that best describes the condition of asset:

Excellent: No obvious flaws, 100% functional.

Good: Some flaws; however, all primary functionality still usable.

Poor: Major flaws, some primary functionality inoperative but usable for a specific application.

Unusable: No remaining value.

Asset Tag Number: The University of the Pacific asset tag number. Generally this number begins with an “A”.

Model #: Enter the model number if applicable. If there is no model number, enter “N/A” in the space provided.

Serial #: Enter the serial number if applicable. If there is no serial number, enter “N/A” in the space provided.

Manufacturer: Enter the name of the company who produced the asset.

Description: Enter the asset's description. For example, “back hoe.”

Approval:

- Designated Equipment Manager must provide name, signature and telephone number.
- If disposing of electronic waste, Office of Information Technology must be consulted.
- Signature of cognizant department head (i.e., individual having budget authority for the asset) is required.

Forward form to respective campus Purchasing Department.

Part II – Purchasing Department (*to be completed by respective campus Purchasing Department*)

Date Approved: Date approval is granted for disposition.

Purchasing Approval: Signature of the Purchasing Manager indicating approval for disposition.

Date Disposed: Date the asset was disposed.

Sale Price: Enter the gross proceeds, if applicable.

Disposal Method: Indicates how the equipment was disposed of.

Forward completed form to Financial Reporting, Stockton campus.

Part II – Financial Reporting (*to be completed by Stockton campus Financial Reporting Department*)

Effective Date: Enter the transaction effective date in Banner Finance.

Processed By/Date: Provide signature of the individual entering the transaction into Banner Finance and the date it was entered.

Doc. #: Enter the Banner Finance-assigned document number. *Note: This will not apply to internal transfers.*

Copy Sent to Sponsored Programs Accounting and Reporting Manager: This only applies to assets acquired with grant funds.