

RIT

Property Removal Form

This form is to be approved by the Department Head. The purpose of the form is to notify the Property Control Department, (ext. 5-4933), about inventory removals. Capital equipment removals must be deleted from the inventory.

Inventory Tag Number: _____

Department Number: _____

Description of Equipment: _____

Serial number: _____

Reason for release: _____

(If on temporary loan, indicate return due date)

Proceeds (if a sale): _____

(The account on the deposit slip should be 01.01000.18100.00.00000.00000. When the asset is retired from the Oracle Assets Inventory, the department owning the asset will receive a credit for the sale on account 01.DDDDD.59550.00.84200.00000.)

Release to: _____

Approval: _____

Title: _____

Date: _____