

Asset Disposal Form – Asset Retirement (Supplemental)*

Part A – Description of Assets (continued from page 1)

Direct sale or gift to departing staff

Use this form for description of multiple assets purchased through Professional expense Reimbursement (PER) funds being retired at the same time for the same departing staff member.

Name of departing staff member

Tag Number	Description of Asset	Manufacturer/Make/Model	Acquisition (original) value	Acquisition Date	Condition	Fair Market Value	Return Status

***This form cannot be used without the master form “Asset Disposal Form – Asset Retirement.” All applicable sections must be completed and signed on the master form.**

Routing Instructions:

To be attached to Asset Disposal Form – Asset Retirement.