**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.

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| Name of departing staff member |  |

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