

**Paris Junior College**  
Asset Purchase, Disposition or Transfer Form

When moving or disposing of any assets please complete this form and return it to the Business Office for approval ***prior*** to moving them. A separate form must be completed for each item moved or purchased.

PJC Tag # \_\_\_\_\_ Cost (if new) \_\_\_\_\_

Description of Equipment \_\_\_\_\_

Building/Room # \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_ Equipment is to be moved to another area. Bldg. \_\_\_\_\_

Room # \_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ Equipment is to be moved and placed in storage.

\_\_\_\_\_ Equipment is to be destroyed or sold.\* If sold, please provide sales information to the Business Office.

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Phone # or extension \_\_\_\_\_

\*No item may be disposed of without prior approval of the Controller or Dean of Business & Finance to assure compliance with all laws and regulations regarding such disposal.

\*\*\*\*\*BUSINESS OFFICE USE ONLY\*\*\*\*\*

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Controller or Dean

Inventory record updated on computer by \_\_\_\_\_ on \_\_\_\_\_.