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 __________.

Inventory.doc