

Harvard University

Notification of Disposition of Equipment Form

Departments must complete and retain locally and/or forward to the local Finance Office which will in turn inform the University's Office of Fixed Asset Accounting if the disposal removes the asset from Harvard control or ownership if a Capital Asset is involved.

1. Equipment disposed of: _____ Description: Titled to: _____

Tag NO: _____ Current location: _____

Acquisition Date: _____

Condition: _____ (Bldg. Room Address, if off-campus)

Net Book Value: \$ _____

If special terms & conditions exist affecting disposal, describe: _____

2. Type of Disposal: _____
(sale, donation, trade-in, return to vendor, return to sponsor, other)

3. Reason for Disposal: _____
(no longer needed, no longer functional, no longer satisfactory, other)

4. If selling/donating, name & address of receiving party: _____

5. Remarks: _____
(If computer equipment or other: "Departments must ensure that any Harvard confidential information, University-provided software, and University-provided network access has been removed from the equipment.")

6. Department approval of equipment transfer

(Authorized Signature)

(Date)

7. Received by (if applicable)

(Recipient's Signature)

(Date)