



# 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)