

**MILES COLLEGE
EQUIPMENT DISPOSITION FORM**

Asset Tag/Decal Number _____

Description _____

Department _____

PROPERTY TRANSFER

Old Location:

New Location:

Building _____

Building _____

Room No _____

Room No _____

Transferred from Account #

Transferred from Account #

Transfer Date _____

PROPERTY DISPOSAL

_____ Altered

_____ Destroyed

_____ Traded In

_____ Salvaged

_____ Surplus Prop.

_____ Other

_____ Lost

_____ Stolen

Account/Remarks:

Other Remarks:

(Signature of Preparer) Date

(Signature of Dept. Head) Date