

**7.15.F3 -- FIXED ASSET ADDITION, DISPOSAL, AND TRANSFER FORM**

**ADDITION**\_\_\_\_\_ **DISPOSAL**\_\_\_\_\_ **TRANSFER**\_\_\_\_\_

**Date of Purchase** \_\_\_\_\_ **Disposal**\_\_\_\_\_

**Property #**\_\_\_\_\_ **Purchase Order #**\_\_\_\_\_

**Description**\_\_\_\_\_

**Serial Number**\_\_\_\_\_

**Vendor**\_\_\_\_\_

**#Units**\_\_\_\_\_ **Cost per unit**\_\_\_\_\_

**Fund**\_\_\_\_\_ **Activity**\_\_\_\_\_ **Donated**\_\_\_\_\_

**Location (Building & Room No.)**\_\_\_\_\_

**New Location (if transferred)**\_\_\_\_\_

**Reason for disposal**\_\_\_\_\_

**AUTHORIZED SIGNATURE**\_\_\_\_\_

**Date**\_\_\_\_\_