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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Capital or Equipment Status / Disposal Form

Complete the form below if equipment is sold, transferred or disposed. Please note, any disposal of tagged equipment, requires this form. This form does not grant approval to dispose of equipment, it only serves to update the University's inventory. You should obtain, and keep on file, written approval from your dean or department administrator to dispose capital equipment.

Name _____ Title _____ Date _____

Department _____ Email _____ Phone _____

Type of Disposition:

Sold Scrapped Transfer, New Location Traded-in Donated Missing

If transferred, New Location: _____ Equipment Disposal Date: _____

If Sold, Traded-in, or Donated; Recipient & Price Paid: _____

If known, reason if Missing: _____

Tag #

Description (Manufacturer, Model & Serial #)

Requester Signature _____ Date _____

Warehouse Signature _____ Date _____

Business Office Signature _____ Date _____