



FIXED ASSET RETIREMENT FORM

Requester's Name: _____ Campus: _____ Date: _____

1. ASSET DETAIL:

Item Description: _____ Asset Tag Number: _____

Purchase Order Number (if known): _____ Retiring Cost Center: _____

Serial Number: _____ Storage Location: _____

Condition: Obsolete ___ Non-repairable ___ Costly to maintain ___ Trade-in ___

For Plant Ops Use Only. This item is to be:

Auctioned ___ Traded-in ___ Recycled ___ Scrapped ___ Other _____

2. RETIREMENT DETAIL:

Cost Center Manager (Printed Name) _____ (Signature) _____

Date Retired: _____

3. COMMUNICATION DETAIL:

Plant Ops (Signature): _____ Date _____

NOTE: For your convenience, you may complete one form and attach spreadsheet if there are multiple assets being retired.

For Fixed Asset Dept. Use Only

Processed by: _____

Date: _____

Asset Cost: \$ _____

Net Book Value: \$ _____

Asset ID: _____