HOW TO: Fill out this fixed asset <u>RETIREMENT</u> form

This form needs to be completed for ALL assets retired with a value of greater than $5000, which are highly susceptible to theft, and/or can be used for more than one (1) year. This also includes assets purchased with Perkins or SBDC Grant funds $500 or more.

<u>Put your name, campus, and current date on the first line</u>

1. **Asset Detail Section**
   a. *Item Description:* Briefly and specifically describe what the asset is. (Ex. 2015 White Ford Pickup truck)
   b. *Asset Tag Number:* 9-digit code found on the barcode that is affixed to the asset. (Ex. HEC003689)
   c. *Purchase Order Number:* Purchase order used to purchase the asset(s).
   d. *Retiring Cost Center:* Cost center of the department requesting the retirement.
   e. *Serial Number:* The serial number should be found somewhere on the item, the length of the series of numbers/letters will vary. Please double check the number to make sure it is correct and legible.
   f. *Storage Location*: Where the asset is currently being stored.

2. **Retirement Detail Section**
   a. *Cost Center Manager:* The org manager of the department currently in possession of the asset.
   b. *Current Location:* The campus and the room number where the asset is currently located.
   c. *Date Retired:* The date the asset is being retired/disposed.

3. **Communication Detail Section:**
   a. Please sign the form electronically once completed.
   b. Write the date the form is completed.

4. **SCAN AND EMAIL paperwork to Fixed Asset Dept. within 3-5 business days of retirement:**
   a. Make a copy of this form to keep for your records.
   b. Scan and forward to Plant Ops located at your campus. (If possible, please include photo of asset to help ensure correct item is removed.)