



**Equipment/Furniture Disposition Form**

To: Sophie Deese, Property Manager Date: \_\_\_\_\_

From: \_\_\_\_\_ Dept: \_\_\_\_\_

Subject: Notification of Intent to Dispose of Fixed Assets

CUNY Bar Code Tag Number: HUN-\_\_\_\_\_

Asset Description: \_\_\_\_\_ Asset Location (bldg-fl-rm): \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please check one of the following:

*Discarded (See the opposite side of this form)*

*Cannibalized*

*Obsolete (See the opposite side of this form)*

*Sold*

*Transferred (to another dept. or CUNY College)*

For Department Transfers:

*New Location (bldg-fl-rm):* \_\_\_\_\_

*New User Department:* \_\_\_\_\_ *Old User Department:* \_\_\_\_\_

For Transfers to other CUNY Colleges:

*Old Location (bldg-fl-rm):* \_\_\_\_\_ *New CUNY College (City, etc.):* \_\_\_\_\_

*Donated Name of Organization receiving fixed asset(s):* \_\_\_\_\_

*Exchanged Tag Number of the new fixed asset: HUN-00* \_\_\_\_\_

*Loss Explain how:* \_\_\_\_\_

*Traded Tag Number of the new fixed asset: HUN-00* \_\_\_\_\_

*Stolen Hunter College Incident Report Number:* \_\_\_\_\_ *(please attach a copy)*

Police Report Number: \_\_\_\_\_ *(please attach a copy)*

Note: If the disposition type checked above requires that the Facilities Department remove the equipment, please have them sign and date this disposition form as proof of proper disposal.

Security Office: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or fax this form and supporting documentation (if necessary) to:  
Sophie Deese – Property Manager  
East Building – E1510  
Tel: 650-3801 Fax: 650-3239