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