



~Equipment/Furniture Disposition Form~

To: Sophie McFarlan-Felder, Property Manager Date: _____

From: _____ Dept: _____

Subject: Notification of Intent to Dispose of Fixed Assets

CUNY Bar Code Tag Number: HUN-_____ *see attached

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 Officer: _____ Date: _____

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