

Attachment A



**Capital Asset Change Report**

Department: \_\_\_\_\_ Grant No. (if applicable): \_\_\_\_\_

Type of Transaction (Check One):

New       Transfer       Sale       Returned   
Lost       Stolen       Destroyed       Other  \_\_\_\_\_

Transfer:

Receiving Department: \_\_\_\_\_

Reason for Designated Action:

\_\_\_\_\_  
\_\_\_\_\_

Tag Number	Description	Serial/Parcel Number

Authorized Approval Signatures:

\_\_\_\_\_  
Originating Department (Signature)      Print      Date

\_\_\_\_\_  
Receiving Department (Signature)      Print      Date

\_\_\_\_\_  
Finance Director (Signature)      Date  
Approval for Surplus Disposals or Trade-Ins

In order for the form to be valid, please ensure the following:

1. Authorizing Department is clearly notated. (This is the Department in current possession of the asset.)
2. If disposing of equipment, a disposal method is checked. (For Example Returned, Trade-in, etc.)

3. If transferring an asset, the receiving Department is clearly designated.
4. A brief explanation of the reason for the transfer or disposal is included. (i.e. broken, obsolete, etc.)
5. The tag number is noted along with a brief description of the asset. A serial number is included if available.
6. The form is approved and signed by someone in the originating dept. who is authorized to make capital asset changes. If the form is for a transfer, an authorized signature from the receiving dept. is required as well.

When the change report is complete, please return the form to the Finance Department. The Finance Director will review and approve all surplus disposals and trade-ins (authorization required before asset disposal).