



ASSET DISPOSAL REPORT

DATE: _____

To: Purchasing Department, Attention: Fixed Asset Property Manager

From: 172111, Fleet Management

Department No. & Name, Department Asset Custodian Authorized Signature

Re: Please amend the inventory to reflect the following change(s) due to DISPOSAL

METHOD OF DISPOSAL

Auction _____
Date

Theft _____ (Attach the Law Enforcement Agency Theft Report)
Date

Destroyed by
 Natural Disaster _____
Date
 Traffic Accident _____
Date

Trade-In _____
Date

Donated _____ Agency receiving donation: _____
Date

Disposal of: _____
FAID No.

Reason for disposal:

Serial No./VIN #:

From: 172111, Fleet Management Location: _____
Department No. & Name Building, Floor, Suite, or Room No.

Comments: FLEET RECOMMENDS AUCTION

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

PURCHASING DEPARTMENT USE ONLY

Date Form Processed

Fixed Asset Property Manager