

AS | ASSOCIATED STUDENTS **ASSOCIATED STUDENTS, CSUN, INCORPORATED**

REQUEST FOR DISPOSITION OF ASSETS FORM

First, please remember that the assets are to be used for Associated Students' business and no for personal or other organization's purposes:

When an asset has had its life, and is ready for donation or recycling or to be scrapped, it's disposition must be documented. With the form below we will communicate internally about the disposition of an asset.
DO NOT DISCARD, TRANSFER OR OTHERWISE ALTER CUSTODY OF ASSETS WITHOUT PROPER DOCUMENTATION.

The following item is ready for removal from the A.S. inventory.

Custodial Unit: _____

Item Name: _____

Item Description _____

A.S. Tag Number: _____

Purchase Price: _____

Estimated Value: _____

Date of Purchase: _____

Current status of the item is:

___ **Broken, unusable, or no longer of use as intended**

___ **Missing, not thought to have been stolen**

___ **Missing, thought to be stolen, and a police report has been filed**

Public Safety file number: _____

Therefore the item is:

___ **Unavailable for explicit disposition**

___ **Being discarded or recycled**

NOTE (if potentially hazardous waste, Recycling Coordinator must be consulted)

___ **Donated** (attach document indicating name, address, telephone, email address, and tax identification number of recipient)

___ **Sold** (attach document indicating name, address, telephone, email address, and tax identification number of recipient)

___ **Moved within A.S. organization - Location =** _____

Employee Name: _____
print

Date: _____

Employee Name: _____
signature

Executive Director: _____
signature

Date: _____