

St. Lawrence University

Property Disposal Form

Please return this form to Purchasing@stlawu.edu

Date: _____ Department: _____

Department Manager\Director Name: _____

Department Manager\Director Signature: _____

Department VP Approval is needed if item's original expense is \$10,000 or above.

VP Name: _____

VP Signature: _____

Description of property (attach pages as necessary to include quantities and other specifics of the item(s): _____

Original expense of property (estimate if unknown): \$ _____

Original vendor: _____ SLU Asset Tag# (If applicable) _____

SLU PO# if known: _____ Original date of purchase if known: _____

Reason for disposal/ request to sell: _____

Does the property have value? **Y \ N** Estimate Value: \$ _____ How did you determine the estimate?

Do you know of another department that may find a use for it? **Y \ N** Department contact: _____

Do you know of someone who may be interested in purchasing the property? **Y \ N** Contact information:

Purchasing Department Use of this Section Only.

Disposal / Sale method: _____

Date: _____ Sale Price: \$ _____

Entity sold to contact information: _____

Asset Sale Agreement received from purchaser: **Y \ N** Finance notified to remove asset from inventory: **Y \ N**

Other information: _____

Director of purchasing approval (signature): _____

VP of Finance and Administration approval if over \$10,000 original expense (signature): _____