Asset Status Change

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(Current or new owner department initiates form; check below which change applies; complete respective section in detail; forward to Finance.)** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Submitted By: | | | | | | | |  | | | | | | | Date: | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Owner Department: | | | | | | | | |  | | | | | | | Cost Center: | | | |  | | | | |
| Asset Description: | | | | | | | | |  | | | | | | | Asset #: | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | Serial #: | |  | | | | |
|  | | | | | | | | | | | | | | | | | |  | |  | | | | |
| Department Director | | | | | | | | | | |  | | | | | | | | | | | Date: |  | |
| Approving Status Change: | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | **Clearing Agent Approval (Initial/Date)\*** |
|  | **Stolen Asset** | | Date Theft Discovered: | | | | | | | | |  | | | | | | | | | | | |  |
| Police Report Filed: | | | | | | | | |  | | No | | | |  | Yes (Attach Report) | | | | |
|  | **Transfer** | | **From** | | | | | | | **To** | | | | | | | | | | | **Date** | | |  |
|  | | | Owner Department: | | | | Other Department: | | | |  | | | | | | |  | | |
| Cost Center: | | | |  | | | | | | |
| Acceptance: | | | |  | | | | | | |
|  | | | | **(Receiver Signature)** | | | | | | |
|  | | | **Owner Department** | | | | **Surplus** | | | | | | | | | | |  | | |  |
|  | | | Surplus | | | | Other Department: | | | |  | | | | | | |  | | |  |
| Cost Center: | | | |  | | | | | | |
| Acceptance: | | | |  | | | | | | |
|  | | | | **(Receiver Signature)** | | | | | | |
|  | | **Trade - In** | | Vendor Name: | | | | | | | |  | | | | | | | | | | | |  |
| Amount Allowed: | | | | | | | |  | | | | | | | | | | | |
| New Asset Purchased: | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | |
|  | | **Disposal** | | | **(Post 30-Day Surplus Process)** | | | | | | | | | | | | | | | | | | |  |
| **Cleared By** | | | | | | | | **Method** | | | | | | | | **Date** | | |  |
|  | | Fleet Maintenance | | | | | |  | | | | Sold at Auction | | | |  | | |  |
|  | | Procurement Services | | | | | |  | | | | Other (Describe Below): | | | |  | | |
|  | | Technology Services | | | | | |  | | | | | | | | | | |

\*For Finance, Fleet Maintenance, Procurement Services and Technology Services use only.\*