

# Dickinson College Declaration of Surplus Property

Please complete all known information and forward this form to Miriam McMechen, Assistant Controller, at [mcmechen@dickinson.edu](mailto:mcmechen@dickinson.edu).

## DEPARTMENT INFORMATION -

Department Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_

## EQUIPMENT DETAILS -

Inventory Tag # (Dickinson College label): \_\_\_\_\_ Location: \_\_\_\_\_

Date of Disposal: \_\_\_\_\_

Item Description (Include serial number if available):  
\_\_\_\_\_

Current Condition (Circle one): Working order Repair required Does not work Other\*

\*Explanation for "Other": \_\_\_\_\_

## METHOD OF DISPOSAL –

- Trade-in (please provide full details of trade-in value and value of assets received)
- Sale (please contact Kristen Chirillo for selling options at x-8166)
- Donation
- Discard – by scrapping or dumping where the asset has little or no resale value
- Other – please explain \_\_\_\_\_

Reason for disposal: \_\_\_\_\_

## APPROVALS –

Department Head: \_\_\_\_\_

Finance and Administration: \_\_\_\_\_

## FINANCE AND ADMINISTRATION USE ONLY –

Date purchased: \_\_\_\_\_ Date of disposal: \_\_\_\_\_

PTAG (if applicable): \_\_\_\_\_

Cost at purchase: \_\_\_\_\_

Sales proceeds: \_\_\_\_\_

(net of any costs of disposal)

Book value at disposal: \_\_\_\_\_

Net gain/(loss): \_\_\_\_\_

FOAPAL: \_\_\_\_\_ - \_\_\_\_\_ -57202-000