

# APPLICATION FOR ASSET RETIREMENT (FORM AM0001)

This form is NOT to be used for assets going through the Surplus Materials Disposal process

DATE OF REQUEST \_\_\_\_\_

EQUIPMENT COORDINATOR \_\_\_\_\_

ORGANIZATION/DEPT NUMBER \_\_\_\_\_

ORGANIZATION/DEPT NAME \_\_\_\_\_

**The asset(s) listed below should be removed from The Asset Management System for the reasons indicated.**

Asset ID	Tag Number	Project Number	Asset Description	Serial Number	Disposal Code*

\_\_\_\_\_  
Printed Name of Custodian or Principle Investigator

\_\_\_\_\_  
Printed Name of Equipment Coordinator

\_\_\_\_\_  
Printed Name of Relevant Dean/Vice President or Designee

\_\_\_\_\_  
Printed Name of OSP Property Administrator

\_\_\_\_\_  
Signature/Date (**OSP Assets Only**)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date (**required**)

\_\_\_\_\_  
Signature/Date (**OSP Assets Only**)

**Send Completed Form To:**

University:  
Asset Management  
2070 Blankenship Hall  
901 Woody Hayes Drive  
Fax: 292-1121  
Phone: 292-6048

OSP:  
Asset Management  
400 Research Foundation  
1960 Kenny Road  
Fax: 292-6870  
Phone: 292-0844

**\*See next Page for Instructions and Disposal Codes**

This form should be used to retire assets that were not transferred to Surplus Materials Disposal for disposal.

The department head is responsible for all assets assigned to their area and every possible effort to locate the assets should be made before a retirement is requested.

A PI signature is required to retire any Office of Sponsored Programs assets.

**Code: Description and Required Information**

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**Code A:** Surplus Exception- In extraordinary situations, University owned equipment may be sold outside of the Surplus Materials Disposal process but only with the approval of the manager of Surplus Materials Disposal. A copy of the approval and receipt of sale is required.

**Code C:** Cannibalized- Parts of the equipment have been used to upgrade or repair other equipment. Asset ID/tag number of upgraded or repaired equipment is required.

**Code F:** Stolen- For theft, a copy of the police report is required.

**Code J:** Returned To Sponsor- OSP Only

**Code L:** Lost/Destroyed- Date of item last sighted and by whom plus a full explanation of circumstances of loss or destruction is required.

**Code T:** Traded In- Copy of Purchase Order showing trade in \$ amount is required.