

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* |
|----------|------------|----------------|-------------------|---------------|----------------|
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Printed Name of Custodian or Principle Investigator

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

Printed Name of Equipment Coordinator

Signature/Date

Printed Name of Relevant Dean/Vice President or Designee

Signature/Date (**required**)

Printed Name of OSP Property Administrator

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

Send Completed Form To:

| | |
|-----------------------|-------------------------|
| University: | OSP: |
| Asset Management | Asset Management |
| 2070 Blankenship Hall | 400 Research Foundation |
| 901 Woody Hayes Drive | 1960 Kenny Road |
| Fax: 292-1121 | Fax: 292-6870 |
| Phone: 292-6048 | 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

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.