**Fixed Asset Disposal Request – Instructions for Completion**

1. Custodian Name – This field is required. Enter the name associated with the department’s custodian number. Often, but not always, this will be the same as the department name. An example is “Chemistry Labs.”
2. Releasing Custodian Number – This field is required. Enter the custodian number assigned to the department and used to accumulate and track its property. Each tagged asset is assigned to a single custodian number in the Banner system, and each *Fixed Asset Disposal Request* is limited to assets assigned to a single custodian number. It cannot contain assets assigned to multiple custodian numbers.

For example, the following assets are assigned to the custodian numbers shown:

Asset 300123 – Custodian 1088100

Asset 300124 – Custodian 1088100

Asset 300125 – Custodian 1088999

In this example, assets 300123 and 300124 may be submitted on the same *Fixed Asset Disposal Request*, but asset 300125 cannot be combined with the others.

It is recommended the correct custodian number for each asset be identified before preparing a *Fixed Asset Disposal Request*. If a department needs to dispose of assets that are assigned to two (or more) different custodian numbers, then two (or more) *Fixed Asset Disposal Requests* will be needed.

1. Date – This field is required. Enter the date *the Fixed Asset Disposal Request* is completed.
2. Prepared By – This field is required. Enter the first and last name of the person who completed the *Fixed Asset Disposal Request*. This person will be contacted if additional information is needed to process the disposal request.
3. Transaction Number – This field is optional. Departments are encouraged to enter a unique number on each *Fixed Asset Disposal Request* to refer to it and distinguish it from other requests. For example, 10.16.23.3 may identify the 3rd *Fixed Asset Disposal Request* prepared by the department on 10/16/23.
4. Address/Extension – This field is required. Enter the department’s campus address and phone number. The phone number should be one that will be answered during business hours. This will help avoid delays if there are questions.
5. Asset Tag No(s) – This field is required. It is **critical** correct OSU asset tag numbers are provided when disposing of tagged assets. If the correct tag number is not provided, the asset may not be removed from the list of property for which the department is responsible. It is recommended that the most recent Inventory Verification List be reviewed before preparing a *Fixed Asset Disposal Request* to correctly identify and reference any asset tag numbers.

When disposing of non-tagged assets, please use the letters “NA” (not applicable) to indicate the asset isn’t tagged. It is helpful to number non-tagged assets for later reference in case there are questions. For example, NA-1, NA-2, NA-3.

1. Removal Code (RC) – This field is required. See the “Removal Section” box to identify the correct removal code for each asset.

* R1 – for removal of lost items
* R2 – for removal of stolen items (an OSU Police Report must be attached)
* R4 – for removal of surplus property in operative condition
* R5 – for removal of surplus property in salvage condition (R5 may also be used for electronic tablets or similar devices which will be destroyed by OSU Enterprise Information Technology for data security purposes)
* R6 – for removal of items traded in toward the purchase of new property. The requisition and/or purchase order number of the new purchase should be provided in the “Comments” section, and the transaction number of the Fixed Asset Disposal Request should be provided as a comment to the requisition in OKCorral. As always, property should never be released until the *Fixed Asset Disposal Request* has been approved by University Accounting-Asset Management.
* R7 – for removal of property owned by an entity other than OSU
* R8 – Reserved for University Accounting-Asset Management use. Property should never leave the custody of OSU until its disposal has been approved by University Accounting-Asset Management.

1. Item Description, Mfg/Model, Serial No – This field is required. For all property that has a serial number and/or model number, and serial number and/or model number are required. The name of the manufacturer is required, if known. All assets should contain a common, non-technical description, such as “computer,” “microscope,” “chair.” An example is below.

*Desktop computer,* *Dell Optiplex 7010, SN BX7976C*

If the required information does not fit on one line, the next line can be used.

The *Fixed Asset Disposal Request* is formatted to contain Calibri 10 point font. For efficient processing, the data must be typed (not handwritten), clear, and legible. The font should not be modified.

1. Does Item Contain Hazardous Material? – This field is required. Enter “yes” or “no” to indicate whether the asset being removed contains hazardous material. Facilities Management Moves & Events staff cannot pick up assets containing hazardous material. OSU Environmental Health and Safety (405-744-7890) should be consulted before disposing of assets containing hazardous material, such as harsh chemicals or laser technology. The hazardous material will need to be removed and certified by EHS staff before being removed by Facilities Management Moves & Events staff.
2. Current Location – This field is required. Enter the location where the equipment is stored for pickup. It may be necessary to use a second line or add a note in the comment section to convey the full building and room number.
3. Cond (Condition) Code – This field is required. Refer to the “Condition Codes” box on the right side of the *Fixed Asset Disposal Request.*
4. Reason for Disposition – This field is required. Use simple wording such as “obsolete,” “not needed,” or “broken” to explain why the department is disposing of the property.
5. Original Value – This field is required. Each department is responsible for maintaining records of purchases so the original value can be provided when requesting disposal. For reference, original values can be found on the department’s Inventory Verification list which is available on eprint (for tagged assets) or in OKCorral.
6. Current Value – This field is required. The current value of tagged assets can be found on the department’s Inventory Verification List which is available on eprint. The current value of non-tagged assets can be calculated by starting with the original cost and deducting 1/X the cost for each year the asset has been in use, where X is the useful life of the asset. It is also acceptable to estimate the current value of non-tagged assets.
7. Custodian Requests Disposition By – This field is required. Mark the correct option to indicate how the property will be removed.

Most commonly, surplus property is picked up by Facilities Management Moves & Events staff and sold at the next surplus auction. Please mark the line for “FM PICKUP AND SURPLUS AUCTION” with an X to confirm pickup is expected.

Other listed options are sale via SEALED BID, DEPT AUCTION, or OTHER (NO PICKUP NEEDED, EXPLANATION REQUIRED).

If the department has property that is expected to sell for a substantial amount and they want to sell it via online auction, sealed bid, or another method, please contact University Accounting-Asset Management for additional information before choosing one of these options. University Accounting-Asset Management will manage all online auctions and sealed bids per Policy 3-0125.

To avoid confusion, property being disposed of by an alternate method other than pick up by Facilities Management Moves & Events, should be on a separate *Fixed Asset Disposal Request*. In other words, don’t combine property that will be picked up by Facilities Management on the same form as property that will not be picked up.

No pickup is needed for items that are lost, stolen, destroyed, returned to title holder, cannibalized, or traded in toward the purchase of new property. “OTHER (NO PICKUP NEEDED, EXPLANATION REQUIRED)” should only be used for assets with removal code R1, R2, R6, R5 (for electronic equipment that is destroyed for data security purposes), or R7. Please provide an explanation in the comments section to indicate which of these applies.

1. Comments – This field is optional.
2. Contact Information for Pickup – This field is required. Please indicate the name and phone number of the person who should be contacted by Facilities Management Moves & Events staff to schedule a pickup. This person should be available to show Facilities Management Moves & Events staff to the location or direct them to an alternate person.
3. Department Head – The signature and date are required.
4. Dean or Vice President – The signature and date are required.
5. A *Computer Decommissioning/Sanitation Form* is required for all computers, servers, laptops, printers, scanners, copiers, tablets, fax machines, and any other kind of electronic equipment that may contain data. Each asset must be listed individually on both the *Fixed Asset Disposal Request* and the *Computer Decommissioning/Sanitation Form* so they can be cross referenced. In addition, a *Certificate of Hard Drive Destruction* is required for all hard drives that have been removed and destroyed.
6. For data security reasons, university-owned electronic tablets, palm pilots, hard drives, cellular phones, and similar items where hard drives cannot be removed will not be sold. They should be listed on a separate *Fixed Asset Disposal Request* and given to OSU Enterprise Information Technology. IT Security will provide an *Intent to Destroy* certificate which will serve as backup to the *Fixed Asset Disposal Request* in lieu of a *Certificate of Hard Drive Destruction*.
7. The completed and signed *Fixed Asset Disposal Request*, along with any supporting *Computer Decommissioning/Sanitation Forms* and *Certificates of Hard Drive Destruction* or other documents, should be submitted to University Accounting-Asset Management. The preferred method of submission is email to [asset.management@okstate.edu](mailto:asset.management@okstate.edu). Please submit \*all\* required forms together attached to one single email.
8. A log of disposal requests, including the date received, the date the Facilities Management Moves & Events pickup was authorized, if applicable, and the date the pickup was completed, if applicable is maintained at [Asset Management Disposal Log](https://adminfinance.okstate.edu/uac/asset-management/documents-links.html). Departments are encouraged to check the status of disposal requests as needed.