

Equipment Disposal Form

In accordance with MBL's [Capital Equipment Management Policy K.1.10](#), Custodians who wish to transfer, sell, or otherwise dispose of equipment must submit this request form with all required signatures to the Division of Research, capitalequipment@mbledu, for processing.

CUSTODIAN INFORMATION

Name		Email Address	
Date of Request		Dept/Center Affiliation	

LIST OF CAPITAL EQUIPMENT FOR RELEASE (ATTACH ADDITIONAL SHEETS AS NECESSARY)

MBL Tag Number	Description (Manufacturer/brand, make, model, etc.)	Acquisition Date	Funding Source & Cost Center	Purchase Price

DISPOSAL TYPE

- Junk/Discard/Use for Parts**
- Trade-In:** Purchase orders must indicate if equipment is being traded in as part of the purchase. Procurement will facilitate and authorize trade-ins.
Estimated Proceeds \$ _____ **Purchase Order #:** _____
- Sale:** Any sale of MBL equipment to third parties, including MBL employees, requires prior approval of the Division Director and, if the equipment was purchased with federal funds, the Director of Sponsored Programs.
The sale price of the equipment should be determined by the fair market value/appraised value.
Estimated Proceeds \$ _____ **Cost Center:** _____
- Transfer to another Institution:** The transfer of equipment to another institution requires approval of the Division Director and, if the equipment was purchased with federal funds, the Director of Sponsored Programs. *Please complete section below.*

Reason for transfer			
Receiving Institution		Address	
Contact Name / Email			

APPROVALS

Custodian	Date	Department/Center Director	Date
Division Director*	Date	Director of Sponsored Programs**	Date

*For all equipment sales and transfers.

**For sales and transfers of equipment purchased with federal funds.

For office use only

<i>Capital Equipment Database has been updated. (Equipment Database Manager – Initial to the right.)</i>		<i>Financial Services Asset Database has been updated. (Asset Database Manager – Initial to the right.)</i>	
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