

BRADLEY UNIVERSITY PROPERTY CONTROL FORM

DEPARTMENT: _____ DATE: _____

Please note: This form must be completed and submitted to the Controller's Office prior to disposing of equipment due to federal and state reporting requirements.

Please indicate type of Disposal:

____ Transfer ____ Sale * ____ Trade-in
____ Scrapped ____ Other **

Equip. Description***	BU Tag #	Serial #	Transfer to Dept.	New Location (Bldg & Rm #)

Department Chairman Dean or Director

FOR TRANSFERS ONLY:

Receiving Department Chairman Dean or Director

REASON FOR DISPOSITION OR TRANSFER

* Cash proceeds must be deposited to a University Equipment Account.
** If "Other", please provide a brief explanation in the open space below. If items were stolen, please contact University Police (Ext. 3785)
*** If more space is needed for itemizing equipment, attach a list and indicate "see attached list" on the form.