



REPORT OF DISPOSITION OR PERMANENT TRANSFER OF TANGIBLE ASSETS

Property Inventory 101 Rider Building

Purpose: This form is used to report the disposition or the permanent relocation (more than 1 year) of all tangible assets of the University. This form must be used for permanent relocation of all University vehicles, but form GF 6.6, *Report of Vehicle Acquisition or Disposition*, must be used for the disposition of all vehicles.

- | | | |
|---|---|--|
| <input type="checkbox"/> Permanent Transfer | <input type="checkbox"/> Lion Surplus * | <input type="checkbox"/> Dismantled/Cannibalized |
| <input type="checkbox"/> Loaned/Relocated
(more than 1 year) | <input type="checkbox"/> Stolen | <input type="checkbox"/> Traded-In |
| <input type="checkbox"/> Returned to Customer | <input type="checkbox"/> Sold | <input type="checkbox"/> Lost |

The tangible asset inventory of this department should be adjusted to reflect the following changes:

FROM Custodian _____ TO Custodian _____

Dept./Adm. Area _____ Dept./Adm. Area _____

Building _____ Room # _____ Building _____ Room # _____

Inventory Tag Number	Serial Number	Article	P. I. Use ONLY	

* CREDIT WILL NOT BE FORWARDED IF ADMINISTRATIVE AREA AND BUDGET NUMBER ARE LEFT BLANK ON ITEMS THAT ARE SENT TO LION SURPLUS

College or Administrative Area _____ Budget Number _____

Remarks

FORWARD ORIGINAL AND COPY TO:

Property Inventory
101 Rider Building
227 W. Beaver Avenue
University Park, PA 16801

HERSHEY COLLEGE OF MEDICINE

Property Inventory
Controller's Office G230
500 University Drive
Hershey, PA 17033

_____ Budget Administrator

_____ Date