

University of Oklahoma
Asset Removal Request

Use one form per asset. If you have more than 10 items contact Financial Services and we can work with you on an alternative spreadsheet for reporting

PLEASE SEND COMPLETED FORM TO: NORMAN: FSFixedAssets@ou.edu or
HC: EquipmentInventory@ouhsc.edu

(1) Asset Information

Asset Tag #:		Serial Number:					
Item Description:							
Make:		Model:					
Location							
Building:		Room #:					
Asset Condition (i.e. Working, Broken, Obsolete, etc.)							
Department Requesting Removal Name:							
Department Chartfield Spread:							
Fund	Org	Function	Entity	Source	Purpose	Project	
Contact:	Name	Phone	Email				
Was the asset purchased on a grant?				☐	Yes	☐	No
If Yes list grant #							

(2) Property Removed from University Assets

Date the asset was removed from the department:

Reason for Removal

☐	Used as a trade-in, give asset ID or Voucher # of replacement
☐	Sent to University Surplus
☐	Stolen, include copy of police report
☐	Cannibalized
☐	Sold, Include copy of your sales documentation and Cash Receipt #
☐	Scrapped
☐	Reported as Missing for multiple years
☐	Other, explain below

Additional Removal Information:

(3) Required Approval by Dean or Director of Department

I attest that a representative of my department has made a physical inventory of our assets and the above listed item should be removed from our department inventory records for the reason listed.

Dean/Department Chair Signature

Print Dean/Department Chair Name

Financial Services Signature

Print Financial Services Name