



Brigham Young University Request to Dispose of Capital Equipment Through Donation

Send or email original to am@byu.edu. Retain a copy for your department
Questions - Contact: Ben Wake, ben_wake@byu.edu, C-249 ASB, 2-9766

General Accounting Office use only	TAG#:	TAG#:
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Responsible Person: _____ Extension: _____

Department: _____

Donations of any BYU equipment to non-BYU entities must receive approval in advance from the AAVP - Finance. The following information is needed before the equipment can be cleared from your inventory. Asset Mangement will determine the book value, obtain AAVP - Finance approval and notify you of the approval. You must receive approval before disposing of the equipment.

Tag Number	Item Description	Manuf	Model	Serial No.

Reason for donation

Recipient Name: _____

Address: _____

Phone No: _____

E-mail: _____

Approved–Department Chair: _____ Date: _____

Approved–Dean/Director: _____ Date: _____

Approved–AAVP - Finance: _____ Date: _____

Reviewed–Asset Office: _____ Date: _____

Book Value: _____