

# Asset Disposal/Transfer Form

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CITY OF  
**REXBURG**  
America's Family Community

When a department disposes (sales, salvages, transfers, or discards) of an asset that would have cost more than a \$1000 when originally purchased, it is required that this form be completed and given to the finance department to ensure the proper accounting of the disposed asset. If the asset has a tag as shown below, please provide the Fixed Asset Number

Example



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## ASSET INFORMATION

Department \_\_\_\_\_

Fixed Asset # \_\_\_\_\_

Asset Description \_\_\_\_\_

Asset Vin/Serial # \_\_\_\_\_

Was this asset purchased originally on a grant? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have you read the grant rules regarding the disposal or sale of such asset and ensured they are being followed? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Disposal \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Method of Disposal (Auction, Throw Away, Transfer, Contribute) \_\_\_\_\_

Department Asset Transferred to \_\_\_\_\_

Sale Amount \_\_\_\_\_

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Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* **Return to Accounts Payable Clerk in the Finance Department** \*\*\*\*\*