Coahoma Community College

ASSET DISPOSAL FORM

School/Division

ASSET DESCRIPTION	CCC BARCODE	SERIAL NUMBER / MODEL NUMBER	LOCATION	CONDITION CODE	REASON FOR DISPOSAL CODE	METHOD OF DISPOSAL CODE	AGE OF ASSET (Years)	COST OF ITEM
*Sold /Donated to:			Sale Price:					

RECOMMENDED BY:

APPROVED BY: Date

CONDITION CODE	REASON FOR DISPOSAL CODE	RECOMMENDED METHOD OF DISPOSAL CODE	
P - Poor	**B** - Beyond economic repair	**C** - Computer recycle	**T** - Tender/sold
F - Fair	**O** - Obsolete	**A** - Already scrapped without approval	**TI** - Trade-in
E - Excellent	**R** - Replaced by upgrade	**S** - Scrap	
G - Good	**T** - Theft	**D** - Donated	