

Mary Baldwin College
A private College in the public service
Business & Finance - Asset Management
PO Box 1500
Staunton, Virginia 24401
1540-887-7000
www.mbc.edu

Fixed Asset Disposal Form

Certain Fixed Assets require additional MBC forms for disposal, which may include a **Receipt and Waiver Form** and/or an **Asset Release List**. Full details of procedures for the Mary Baldwin Asset Management process is found on the Mary Baldwin College Business Office web site.

All departments retiring or disposing of College assets that had an estimated acquisition value equal or greater than \$1,000.00 must submit the following information to the Business Office before disposing of the asset. The **Asset Inventory Bar Code Tag** must be removed from the asset and attached to this form.

Bar Code Tag# _____

Building Location _____ Room Location _____

Description of Asset _____

Manufacturer's Name _____

Model # _____ Serial # _____

Reason For Disposal _____

Signature _____

Date of Disposal _____

PLEASE ATTACHED INVENTORY BAR CODE TAG