

Macalester College

Equipment Retirement Form

To be used for equipment with original cost greater than \$10,000

Date of Request: _____ **Department Name:** _____

The equipment listed below should be removed from the College's Fixed Assets Listing for the reason indicated:

Asset Description	Serial Number	Location of Asset	Disposal Code (see below)
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Disposal Codes: O – Obsolete, No longer useful; F – Disposal due to theft; S – Sold; T – Traded in; D - Destroyed

Signature of the Custodian or Principal Investigator	Print	Date
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Signature of Senior Accountant	Print	Date
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