Asset Management
Hill Hall 5th Floor
Laramie, WY 82071
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UNAUTHORIZED DISPOSAL FORM

An* Unauthorized Disposal *occurs when a capital asset is cannibalized, exchanged, terminated, destroyed, removed by a vendor, externally transferred, or traded-in without obtaining proper authorizations. In order to retire the capital asset using the disposal method and coding below, verification is required using the corresponding acceptable method of proof.

An* Improper Disposal *occurs when a capital asset is unilaterally sold, thrown away, or scrapped; or the department is unable to provide the acceptable method of proof for an unauthorized disposal. Do not use this form for Improper Disposals. All improper disposals require the capital asset to be retired as a Write-Off with the departmental completion of an **Inventory Action Plan Form,** which is located on the Asset Management web page under Forms.

DEPARTMENT: _____ **ORG #:** _____
The listed assets were disposed of without obtaining proper authorizations.
Asset # and Description: _____ Code: _____
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UNAUTHORIZED DISPOSAL METHOD	ACCEPTABLE DISPOSAL METHOD
(C)annibalized	Tag/sticker and/or remaining parts verified
E**(X)**changed	Vendor documentation (warranty) and new asset information provided
(D)estroyed	Tag/sticker and/or remaining parts verified or insurance claim information provided
(V)endor Removed	Provide PO# _____ for repair/replacement part
(E)xternal Transfer	Shipping documentation showing asset returned to Sponsor or Vendor
(T)rade-In	Provide PO# _____ with quote showing trade-in allowance

Department to Complete:

Federal, State, and University guidelines, policies, and procedures state any movement, loan, responsibility change, maintenance, and retirement of capital assets must be recorded in the WyoCloud database. In order to protect the University and Departments from unauthorized disposals, multiple authorizations are required when capital assets are being disposed of or retired.

Provide comments explaining why guidelines, policies, and procedures were not followed and what future steps will be used to avoid unauthorized disposals.

_____
_____
_____

Required Signatures:
Assigned Contact: _____ **Date:** _____
Department Head: _____ **Date:** _____
Asset Management: _____ **Date:** _____