

**Highland Rim Economic Corporation  
Asset Disposal Form**

**Current Center Location:** \_\_\_\_\_

**Inventory Tag Number:** \_\_\_\_\_

**Item Description:** \_\_\_\_\_

**Reason for Disposal:**

	<b>No Longer Needed By Program</b>
	<b>Damaged or Broken Beyond Repair</b>
	<b>Unsafe</b>
	<b>Other:</b> _____

**Disposal Method:**

	<b>Bids Taken To Sell</b>
	<b>Thrown Away/Taken To Landfill</b>

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Finance Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Instructions:**  
\*No action will be taken until form is approved by Finance.  
\*\*Approved form will be sent back to appropriate Manager via interoffice mail.

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