



# Fixed Asset Deletion of Equipment Form



## Report of Lost, Stolen, Sold, Donated, or Destroyed Equipment

Transferred From Information	
Department:	
Campus:	
Building:	
Room:	
Equipment Assigned To: Rebecca Whisenant	
All asset items must be identified by GSCC Asset # and Serial #. Non-asset items do not require GSCC Asset #. It is the responsibility of the instructor or employee to which the equipment is assigned, to notify the Department Dean or Supervisor, the police, and to complete this form.	
Inventory #:	Serial #:
Model:	P.O. #:
Date Purchased:	Purchase Price: \$
Description:	
Reason of Deletion:	
Remarks:	
Please make sure that all Supporting Documentation is attached.	
Reported To: Rebecca Whisenant	Reported By:
Signature:	Signature:
Date:	Date:
Action Taken: Updated on Banner	
GSCC Asset Operations	System Records Update
Received By:	Updated:
Signature:	Signature:
Date:	Date:

Please complete the appropriate fields. Send document to Business Service Analyst:  
Email: [rwhisenant@gadsdenstate.edu](mailto:rwhisenant@gadsdenstate.edu)