

**Amherst College - Tangible Property Disposal Form**

See instructions for completing this form

Date: \_\_\_\_\_

Detailed Description of Property Being Disposed (include brand, model, and serial #, when known):  
\_\_\_\_\_  
\_\_\_\_\_

Fiscal Year Purchased/Received (if known): \_\_\_\_\_ Original Vendor (if known): \_\_\_\_\_

Department Holding Property: \_\_\_\_\_ Department  Admin  Faculty (i)

Type: Applicable Property Type (check one):

- Equipment (other than IT)       IT Equipment (ii)       Vehicle
- Collectible (art, etc.) (i)       Book/Periodicals (i)       Other (specify) \_\_\_\_\_
- Furniture

Please check those that apply:

- Property was originally a gift to the College Property       Property was purchased with federal funds
- has a College tag affixed Tag # \_\_\_\_\_       Property represents a hazardous disposal (iii)
- No tags present

Disposal Action (check one):

- Sale (attach applicable documents substantiating market value and sales agreement) (iv)  
How has sale price been established? \_\_\_\_\_
- Donation (attach applicable documents, including letter from Assistant Legal Counsel) (iv)
- Exchange (iv) (attach applicable documents substantiating market value and agreement)  
How has the value been established? \_\_\_\_\_
- Trash

**Review Signatures Required Prior to Approval**

Employee Initiating/Administering Disposal (**required**): \_\_\_\_\_

Department Chair/Director (**required**): \_\_\_\_\_

Provost and Dean of the Faculty (required when (i) above): \_\_\_\_\_

Director of IT Support Services (required when (ii) above): \_\_\_\_\_

Director of Environmental Health and Safety (required when (iii) above): \_\_\_\_\_

Associate Legal Council (required when (iv) above): \_\_\_\_\_

**Please send completed form above to controller@amherst.edu**

**Approval**

Controller's Office (**required**): \_\_\_\_\_

Associate Chief Financial Officer (**required**): \_\_\_\_\_