

University of Pittsburgh
Financial Records Services • **ASSET RETIREMENT**

Building _____ Room _____ Asset Number _____

Asset Description _____ Serial Number _____

P. O. Number _____ Department Number _____

Does this asset contain, or was the asset used with or near a hazardous substance? **Y** **N** If **yes**,
please identify substance _____ and attach copy of Material Safety Data Sheet.

Are accessories to this asset also being retired? **Y** **N**

Prepared By : _____ Date : _____ Phone: _____

Print Name of Signature : _____ E-mail: _____

► **For PI Transfer Only** ◀

Address of Institution where Asset is being Transferred: _____

► **For Sold, Scrapped, or Donated Assets Only** ◀

ATTACH A COPY OF CASH REPORT, IF SOLD Sale Proceeds _____ . _____

Name of Party Acquiring Asset _____

► **For Traded Assets Only** ◀

Trade Value: _____ . _____

This form must be attached
to new Purchase Requisition

P.O. # of Asset Purchased with Trade: _____

Requisitioner: _____

► **For Losses or Theft Only** ◀

Name of Investigating Officer: _____

Insured? **Y** **N** A COPY OF THE POLICE REPORT MUST BE ATTACHED

► **FINANCIAL RECORDS SERVICES USE ONLY** ◀

Disposition Method : |__|__|__| (SCR – Scrapped SLD – Sold LST – Lost DST – Destroyed TRD – Trade-in STL – Stolen
DON – Donated OTH – Other FD – Fully Depreciated PITRAN – PI Transfer)

Acquisition Date ____ / ____ / ____ Asset Life (in months) _____

Acquisition Cost _____ . _____

Disposition Date: ____ / ____ / ____

Accumulated Depreciation _____ . _____

P.O. Number: _____

Net Book Value _____ . _____

Gain/Loss: _____

Research Accounting Authorization (if applicable) _____ Date : _____

Prepared By: _____ Date: _____ Processed By : _____ Date : _____