



# NOTIFICATION OF ASSET CHANGE OF STATUS

       ADDITION           MOVEMENT     DISPOSAL

TAG NUMBER: 00937 / 13392

ASSET DESCRIPTION OR ASSET CODE: Hewlett Packard

Laser jet 6P printer

## A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING:            CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

AREA/ROOM:        CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

DEPARTMENT:      CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

MODEL NUMBER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

DATE ACQUIRED: \_\_\_\_\_ HISTORIC VALUE: \_\_\_\_\_

P.O. NUMBER: \_\_\_\_\_ GRANT NAME: \_\_\_\_\_

CONDITION: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_

## B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: broken

DATE OF DISPOSAL: \_\_\_\_\_ APPROVAL: \_\_\_\_\_

ASSET ADMINISTRATOR APPROVAL: Gail Caldore DATE: 12/6/12

# NOTIFICATION OF ASSET CHANGE OF STATUS

           ADDITION               MOVEMENT     DISPOSAL

TAG NUMBER: 15146 / 00998

ASSET DESCRIPTION OR ASSET CODE: Compaq Deskpro tower  
and Keyboard

## A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING:            CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

AREA/ROOM:        CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

DEPARTMENT:      CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

MODEL NUMBER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

DATE ACQUIRED: \_\_\_\_\_ HISTORIC VALUE: \_\_\_\_\_

P.O. NUMBER: \_\_\_\_\_ GRANT NAME: \_\_\_\_\_

CONDITION: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_

## B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: updated gas pumps w new computer

DATE OF DISPOSAL: \_\_\_\_\_ APPROVAL: \_\_\_\_\_

ASSET ADMINISTRATOR APPROVAL: Gail Calabrese DATE: 12/6/12

# NOTIFICATION OF ASSET CHANGE OF STATUS

           ADDITION               MOVEMENT     DISPOSAL

TAG NUMBER: \_\_\_\_\_

ASSET DESCRIPTION OR ASSET CODE: 45 GSX 900 Gatekeeper  
Digital Smart Comptrollers + Comrads And 12 Single  
GSX 900 Gatekeeper Comrads

## A: ADDITION OR MOVEMENT OF AN ASSET

BUILDING:            CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

AREA/ROOM:        CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

DEPARTMENT:      CURRENT: \_\_\_\_\_ FROM: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

MODEL NUMBER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

DATE ACQUIRED: \_\_\_\_\_ HISTORIC VALUE: \_\_\_\_\_

P.O. NUMBER: \_\_\_\_\_ GRANT NAME: \_\_\_\_\_

CONDITION: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_

## B: DISPOSAL OF AN ASSET

REASON FOR ASSET DISPOSAL: old and outdated

DATE OF DISPOSAL: \_\_\_\_\_ APPROVAL: \_\_\_\_\_

ASSET ADMINISTRATOR APPROVAL: Gail Caldeone    DATE: 12/28/12