Send Form to Fixed Assets Supervisor
Email: financialservices@byuh.edu
Fax: (808) 675-4530
Mail to Financial Services Box #1955

Items for Disposal

Date	Tag #	Description	Serial #	Location	Dept Account # /Dept Name	Condition	Reason for Removal	Estimated Value

_____	_____	_____
Date	**Department Head Signature**	**Print Name**
_____	_____	_____
Date	**ITI/CDC Signature of Pickup**	**Print Name**
_____	_____	_____
Date	**CIO Signature**	**Print Name**