



**Property Services
Equipment Disposition Certification Form**

Equipment Information

Tag Number: _____ Asset Number: _____

Description: _____

Manufacturer: _____

Model: _____

Serial Number: _____

Acquisition Cost: _____

Acquisition Date: _____

Disposition Date: _____

Ownership: _____

Method of Disposition (Choose One):

- | | |
|--|--|
| <input type="radio"/> E-Wasted | <input type="radio"/> Traded-In (Value) |
| <input type="radio"/> Returned to Vendor (Credit Amount) | <input type="radio"/> Sold (Proceeds) |
| <input type="radio"/> Transferred to Outside institution | <input type="radio"/> Lease/Loan/Rental Return |
| <input type="radio"/> Shipped to Sponsor | <input type="radio"/> Cannibalized |
| <input type="radio"/> Donated | <input type="radio"/> Other (Explain) |

For the equipment described above, I certify that:

1. I am the person with authority to make [final] decisions regarding this equipment, and have knowledge of the status of the equipment.
2. This equipment is no longer in service. The equipment was disposed of and is no longer physically at Caltech or the equipment has not been used to perform any work and has only been retained to be used for parts (cannibalized).

Additional Comments:

PI Name: _____

Div. Admin Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____