

Loma Linda University
EQUIPMENT RELEASE AUTHORIZATION

(REFER TO POLICY D-15 IN THE LLU ADMINISTRATIVE HANDBOOK)

ASSET NO. OR P.O. NO.	ITEM DESCRIPTION			SERIAL NO.
RELEASED BY: (DEPARTMENT NAME)	DEPT NO.	EQUIPMENT LOCATION	BLDG CODE	ROOM NO.
RELEASED TO: (DEPARTMENT NAME)	DEPT NO.	EQUIPMENT LOCATION	BLDG CODE	ROOM NO.

SIGNATURE OF RELEASING DEPARTMENT HEAD	DATE	SIGNATURE OF RECEIVING DEPARTMENT HEAD <i>(if applicable)</i>	DATE
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DEPARTMENT/SCHOOL BUSINESS OFFICER	DATE	RECEIVING DEPARTMENT BUSINESS OFFICER	DATE
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OFFICE OF SPONSORED PROJECTS MANAGEMENT	DATE
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REASON FOR RELEASE OF EQUIPMENT

DISPOSITION OF ALL EQUIPMENT IS TO BE COORDINATED WITH THE DIRECTOR OF PURCHASING OR DESIGNEE *(Indicate all that apply):*

Comments:

- TRADE-IN *(specify amount)* _____
- SOLD *(specify amount)* _____
- SURPLUS _____
- SCRAPPED _____
- DISCARDED _____
- DONATED *(Name of recipient)* _____
- RETURNED _____
- INVENTORY ADJUSTMENT _____
- CRIMINAL ACT *(Case #)* _____
- DISASTER *(Specify)* _____
- OTHER _____

Note: Sale or donation of equipment valued at below \$10,000 requires approval of the School Business Officer, University Controller, or Director of Foundation. Property valued at above \$10,000 requires approval of the Vice-President for Financial Affairs in addition to other signatures. Disposition of equipment procured with Grant funding requires written approval from the Office of Sponsored Projects Management.

DO NOT WRITE BELOW THIS LINE - FOR ACCOUNTING OFFICE USE ONLY

Cost: \$ _____

Accum Depreciation: _____

Net: \$ _____

Accounting Office Signature