

**Inventory Count FY 2014/15 (Transition period)**

**Capital Asset DECLARATION FORM**

Any Assets **Not Found** during inventory count needs to be declared to Financial Services with an explanation. Use this form to declare changes in status of inventoried assets during FY2014/15 inventory count only (transition period)

**REQUESTOR NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ASSET DESCRIPTION:** \_\_\_\_\_

Asset Tag #(s)


**Disposed**, Previously (Standard BCIT procedures of reporting to Supply Management were not followed)

Approximate Date of Disposition \_\_\_\_\_

**Dismantled for parts** (No longer Capital Asset)       **Returned to Vendor**

**Asset Tag Replaced:**

Old Tag Number \_\_\_\_\_ New Tag # \_\_\_\_\_

Reason for Replacement of the Old Asset Tag:

Damaged       Placed in an unreachable spot       Destroyed

Was not standard BCIT Asset Tag       Converted in Error in Asset Database

**Transferred to another department**

\*TRANSFERRED (Department Name & Org) \_\_\_\_\_

**Missing/Stolen**

Approximate Date Stolen \_\_\_\_\_ Last Inventoried Date \_\_\_\_\_

Reported to SSEM:     Yes     No    Insurance Claim No \_\_\_\_\_

Explanation Details: \_\_\_\_\_

**APPROVAL**

Name (Dean/Director)

Position	Date	Signature
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