

**Poudre River Public Library District
Asset and Non-Capital Asset Disposal Form**

Asset # (if applicable) _____ Asset Description OTL Computer Lab furniture x 15
Business Unit Disposing of Asset 102225 Staff Disposing of Asset Eileen McCluskey
Type of Asset Disposal (Choose One) * Furniture is stained and data raceway is broken on many of the workstations.

- Asset Not in Working Condition (Library Director Approval Required)**
 - Library Director or Finance Director approval to dispose _____
 - Recycled – date and location _____
 - Trashed – date and location _____
 - Manager confirmation of disposal _____

- Asset in Working Condition (Library Director Approval Required)**
 - Library Director or Finance Director approval to dispose _____
 - Transferred within PRPLD – date and recipient _____
 - Donated to a state agency – date and recipient _____
 - Sold to a state agency – date, buyer and price _____
 - Manager confirmation of disposal _____

- Asset in Working Condition (Board of Trustees Approval Required)**
 - Library Director or Finance Director approval to dispose _____
 - Obtain Board approval and attach the completed **PRPLD Surplus Property Resolution**
 - Donated to an outside entity – date and recipient Homeward Alliance - Oct 25
 - Sold to an outside entity – date, buyer and price _____
 - Manager confirmation of disposal _____

Return the completed form(s) to Finance with the sale proceeds, if applicable.

For Finance Use Only

Original Purchase Date _____	Original Cost _____
Original Asset Class _____	BV at Disposition Date _____
Journal Entry Date _____	Net Gain / Loss _____

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Asset in Working Condition (Library Director Approval Required)

- Library Director or Finance Director approval to dispose _____
- Transferred within PRPLD – date and recipient _____
- Donated to a state agency – date and recipient _____
- Sold to a state agency – date, buyer and price _____
- Manager confirmation of disposal _____

Asset in Working Condition (Board of Trustees Approval Required)

- Library Director or Finance Director approval to dispose _____
- Obtain Board approval and attach the completed **PRPLD Surplus Property Resolution**
- Donated to an outside entity – date and recipient Larimer County Boys & Girls club
- Sold to an outside entity – date, buyer and price _____
- Manager confirmation of disposal _____

Oct 25

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