



Exiting employee personal purchase authorization

Employee \_\_\_\_\_

Department \_\_\_\_\_

Disposal request number \_\_\_\_\_

ASU ID number	Asset description	Value
Tax rate: 6.30%		Total with tax:

**Authorization**

Items declared surplus to department needs and are cleared for sale.

Department approval \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Liability release**

All ASU-licensed software and visual identifications have been removed from the equipment.

Verified by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please contact [Brandi Anderson, accounting manager](#), or [Charles Taylor, accountant senior](#), with questions or for more information.