

# Ferris State University Equipment Transactions Form

ASSET DESCRIPTION - REQUIRED FOR ALL TRANSACTION TYPES			
Permanent Tag #	Fixed Asset Description	Type of Transaction	Sales Price Without Sales Tax (Sales Only)

TRANSFERS			
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From Department	To Department	Bldg. Abbrev	Room #
Received by:		Date:	

DISPOSALS	
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Date of Disposal	Disposal Method (for trade-in items, list PO number)

SALES	
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Type of Sale (for sales other than public sale)	AVP of Finance Approval (required for sales other than public sales)				
Date of Sale	Date of Deposit	Fund	Organization	Account	Program

Enter the FOAP in which sales dollars were deposited. Include a copy of the Student Financial Services deposit receipt to the Equipment Transactions Form sent to [Accounting@ferris.edu](mailto:Accounting@ferris.edu)

APPROVALS - REQUIRED FOR ALL TRANSACTION TYPES	
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Custodian Signature	Date:
_____	_____
Dept. Head Signature	Date:
_____	_____
Plant Rep. Signature*	Date:
_____	_____

\*Required for disposals made through Plant only

Fixed assets are physical property items that have an original cost greater than or equal to \$5,000.00. In the event a fixed asset is transferred to another department, disposed, sold, or traded-in on another purchase, the Equipment Transactions Form should be completed and emailed to the Accounting Office at [Accounting@ferris.edu](mailto:Accounting@ferris.edu).

Note: Please refer to the Disposal of Surplus University Property policy for disposal process guidelines: <https://www.ferris.edu/administration/buspolletter/financial/Disposal-of-Surplus-University-Property.pdf>