

**SWAP SHOP DISPOSALS**

**(to be used only for disposal of assets with  
a fair value not greater than \$200 through the Swap Shop)**

	Qty	Equipment Description	Reference Number	Model\Serial Number	Original Cost	Estimated Fair Market Value
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**APPROVAL FOR INTERNAL DISPOSAL:**

\_\_\_\_\_  
Print name  
(Head of Department)

\_\_\_\_\_  
Approval Signature  
(Head of Department)

\_\_\_\_\_  
Department name

\_\_\_\_\_  
Shipping date to Swap Shop

**SWAP SHOP:**

\_\_\_\_\_  
Accepted asset with a fair market value not greater than \$200