

**TRANSFER / DISPOSAL / TRADE OF EQUIPMENT**

Co: \_\_\_\_\_ McLAREN FLINT  
\_\_\_\_\_ McLAREN HEALTH CARE  
\_\_\_\_\_ McLAREN LAPEER REGION

TAG # \_\_\_\_\_ S/N \_\_\_\_\_ BIOMET# \_\_\_\_\_

Equipment Description \_\_\_\_\_

Equipment Purchased From \_\_\_\_\_

Year Purchased \_\_\_\_\_ Date of Disposal \_\_\_\_\_

Reason For Disposal \_\_\_\_\_

Department Equip Used In \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Engineering Recommendation:**

- Usable
- Usable with Repairs (est. Cost \$ \_\_\_\_\_)
- Retain by Engineering for Parts
- Dispose

Director of Engineering \_\_\_\_\_ Date \_\_\_\_\_

**Materials Management:**

- Placed on Available equipment list (Date) \_\_\_\_\_
- Transfer to Department \_\_\_\_\_
- To Storage
- Sale \$ \_\_\_\_\_
- Trade (PO#) \_\_\_\_\_
- Dispose \_\_\_\_\_

Director of Materials Management \_\_\_\_\_ Date \_\_\_\_\_

**Accounting Information:**

Date Purchased \_\_\_\_\_ Cost \_\_\_\_\_

Sales Price \_\_\_\_\_ Book Value \_\_\_\_\_

Journal Entry:

1550.18000 \_\_\_\_\_ 1350. \_\_\_\_\_

9195.65001 \_\_\_\_\_

Originated \_\_\_\_\_ Posted \_\_\_\_\_ JE \_\_\_\_\_ 32 \_\_\_\_\_

Description \_\_\_\_\_ Date \_\_\_\_\_

Copies to: White-Accounting    Canary-Materials Management    Pink-Originating Department