

CAFE Non-Capital Equipment Disposition Form

This form is to provide backup documentation for removing designated Non-Capital Equipment from your departmental eBARS inventory

Department Number _____

Business Officer or
Inventory Responsible
Person Signature

Dept Head or Chair
Approval to Remove

By providing signature approval on this form you are confirming that you support removal of this item from your department's non-capital inventory and this decision is in the best interest of the department. You are also confirming that your department has taken reasonable measures and precautions to verify the reason for removal is accurate and allowable.

Property Number: (N-Tag *or* A-Tag for items Under \$5k that were tagged as capital before the \$2k to \$5k threshold change in 2017. These particular A-Tags are now on your non-capital lists in eBARS)

Description of Item	Select a Disposition	Property Number: (N-Tag <i>or</i> A-Tag for items Under \$5k that were tagged as capital before the \$2k to \$5k threshold change in 2017. These particular A-Tags are now on your non-capital lists in eBARS)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Removed from eBARS by:

Date Removed:
