**Dept Head Notified. Asset Remains in Inventory Until Disposed via Other Disposal Method**

Not Approved

Approved

Attachment (Trade In Letter) is included – cannot submit request without it.

**Fixed Assets Removes from Inventory**

**Approval Email goes to Purchasing Dir**

**Email Receipt Sent to Submitter for Records (Includes attachment)**

Approved

**No further Action.**

Not Approved

**Email to Department Head for Approval (Includes Attachment)**