

## *Office of Accounting Services*

## *Fixed Assets Section*

# MEMORANDUM

From: Dr. Joe Brown, Department Head

Any Department

Date: October 31, 2012

Re: Asset Junked for Parts

The asset listed on the eDisposal form, 0799990000 Server, serial number WWK12563, was junked for parts to install the hard drive in another server, 0799980000. The start button was bad and rather than replace it, we stripped out the hard drive and added it to the other server.