

TO : Faculty and Staff
FROM : Joseph D. Cataldi, Associate Controller
RE : Equipment Disposal Information Request

THIS MESSAGE IS ONLY FOR THOSE WHO PURCHASE *or* USE COLLEGE EQUIPMENT THAT HAD AN ORIGINAL COST OF \$5,000 *or* MORE and A USEFUL LIFE GREATER THAN FIVE YEARS.

IF A GIVEN PIECE OF EQUIPMENT DOES NOT MEET BOTH REQUIREMENTS NOTED ABOVE, IT IS NOT CLASSIFIED AS A CAPITAL EQUIPMENT ITEM (*AND YOU DO NOT NEED TO ANY FURTHER*).

As part of our year-end closing process, we need to record any "*DISPOSALS*" of capital equipment from the books of the College. A disposal occurs when the College no longer has a given piece of equipment whether through trade, sale, scrap, recycling, etc...

Please advise the Business Office as to which equipment, meeting the criteria noted above, your department has disposed of during the past fiscal year (*July 1st through June 30th*).

Some examples of the typical capital equipment that often meet the capitalization criteria noted above are:

SCIENTIFIC EQUIPMENT (i.e. spectrometers, microscopes)
LANDSCAPING EQUIPMENT
VEHICLES

If you are aware of a piece of capital equipment that has been disposed of in the past fiscal year, please send an e-mail to jcatald1@swarthmore.edu indicating as much of the following as possible:

Equipment Name/Description (provide as much detail as possible)
Vendor Name (if known)
Model and/or Serial Number (if available)
Date of Purchase (approximate dates are fine)
Purchase Price (please estimate if exact figure is not known)
Salvage or Sale Value (if any)
Date of Disposal (approximate dates are fine)

Since our year-end process is fast approaching, **please advise us no later than June 30th** if you are aware of any equipment disposals using the criteria given above. Also, feel free to call me at extension 8676 with any questions. Thank you in advance for your time and cooperation.