How do I dispose of an asset that is being returned to the vendor?

Tell Me

Note
We are working with the Imaging Team to develop an eForm for you to use when you dispose of an asset you are returning to the vendor. In the meantime, please follow the steps below when this situation occurs.

2. Attach the completed RGN in an email to the Fixed Assets department (FixedAssets@uncc.edu) and include the asset number and description.

There are several Fixed Assets eForms available for you to use now.

Related FAQs
- Can I still use the Excel-based paper Fixed Assets forms?
- How do I verify who the authorized fixed asset disposition approver is for my area?
- What does it mean if I get an error message when submitting a Fixed Asset eForm?
- How do I know which Fixed Assets eForm to use?