

Mid-State
New Asset Purchase or Asset Disposal

1 Detailed Description of New Item:

2 Serial #: _____

3 New, Replacement or Disposal Item (Please check one):

New (You are not replacing an old item)

Replacement

Diposal

If disposal or replacement, please give detailed description of item being disposed/replaced: _____

4 Location:

5 Department:

Marshfield

New Sales

WI Rapids

Used Sales

Plover

Lease/Rental

Abbotsford

Shop

Chippewa Falls

Body Shop

Eau Claire

Parts

Wausau

Bus Sales

Gen & Admin

To be used exclusively by this department

To be shared by the following depts/locations (please explain how item is to be split)

6 Expected life of item (in years) : _____

Authorized by: _____
(Initials or Signature)