



Asset Disposal Form

Date: May 23, 2016

FORM PREPARED BY:

Renée Narus

FORM APPROVED BY:

Teri Turner

[illegible]

Processed By

Date _____

1241 N. Franklin Place, Milwaukee, WI 53202-2901 Voice (414) 291-9915 Fax (414) 291-9991

H:\Admin_asst\Asset Disposal Forms\ADF - microwaves.xls

Renee Narus

From: Terri Famer
Sent: Tuesday, May 17, 2016 4:45 PM
To: Laura Davis
Cc: Cynthia Friauf; Mandy Hess; Renee Narus
Subject: RE: Question - Microwave

Follow Up Flag: Follow up
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Laura:

Thank you for the additional info, very helpful. Confirming the model highlighted below is the microwave currently located in the HH LL kitchen. The other 3 can be retired so we will complete an asset disposal form. Renée will also do an asset request form for the new microwave.

Thank you very much,

Terri

From: Laura Davis
Sent: Tuesday, May 17, 2016 3:50 PM
To: Mandy Hess <mhess@bradleyfdn.org>; Terri Famer <tfamer@bradleyfdn.org>
Cc: Cynthia Friauf <cfriauf@bradleyfdn.org>
Subject: RE: Question - Microwave

Hi all,

I looked through our fixed asset files, and I found the below notes:

- Microwave 12/15/1995: SKU #1260158 & Serial #SM900899 trashed on 10/2/2008
- Microwave 2/9/2000: Serial #SQGV901239K
- GE Microwave 9/7/2006: SN#MC9004414
- GE 1.1 cu. Ft. 1100 watt stainless countertop microwave: Model JES1142SJ. No Serial Number noted.

Please let me know if there is anything else that I can do to help.

Laura

From: Mandy Hess
Sent: 05/16/2016 11:35 AM
To: Laura Davis <ldavis@bradleyfdn.org>; Terri Famer <tfamer@bradleyfdn.org>
Cc: Cynthia Friauf <cfriauf@bradleyfdn.org>
Subject: RE: Question - Microwave

Terri,

Just following up on Laura's email. Will the new microwave be tracked in the fixed asset system? If so, the account number will need to be changed from 73130-000 (included on Dennis's T&E form) to 18999-000. We plan to reimburse Dennis this Thursday so we need to know the appropriate account number before then.

Thank you.

Mandy

From: Laura Davis
Sent: Thursday, May 12, 2016 1:11 PM
To: Terri Famer <tfamer@bradleyfdn.org>
Cc: Mandy Hess <mhess@bradleyfdn.org>; Cynthia Friauf <cfriauf@bradleyfdn.org>
Subject: Question - Microwave

Terri,

We noticed that Dennis included a charge for a microwave on his latest T&E. I recalled that there was at least one microwave in the asset listing in GP, so I ran the attached list out of GP with the criteria that the asset description had to include the word "microwave." It looks like we currently have four microwaves in the GP asset listing. Should any of these be retired?

Will we be tracking the new microwave in the fixed asset system?

Laura

Internally Sourced Email.
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