



WAKE FOREST UNIVERSITY

Use this form to record Asset Lifecycle Events. This form must be attached to the Create Request >Asset Lifecycle Event in Workday.

Asset Tag Number

Asset Description

VIN/Serial Number

Transfer Date of Transfer

Current Cost Center Number

Current Cost Center Name

New Cost Center Number

New Cost Center Name

New Location Building

Room

Disposal Date of Disposal

Scrap

Surplus

Lost

Trade In Value of Trade-In

Sold Sales Price

Stolen

In the Workday Request, please attach all documents supporting your lifecycle event including copies of checks, departmental deposits, copies of invoices, etc.