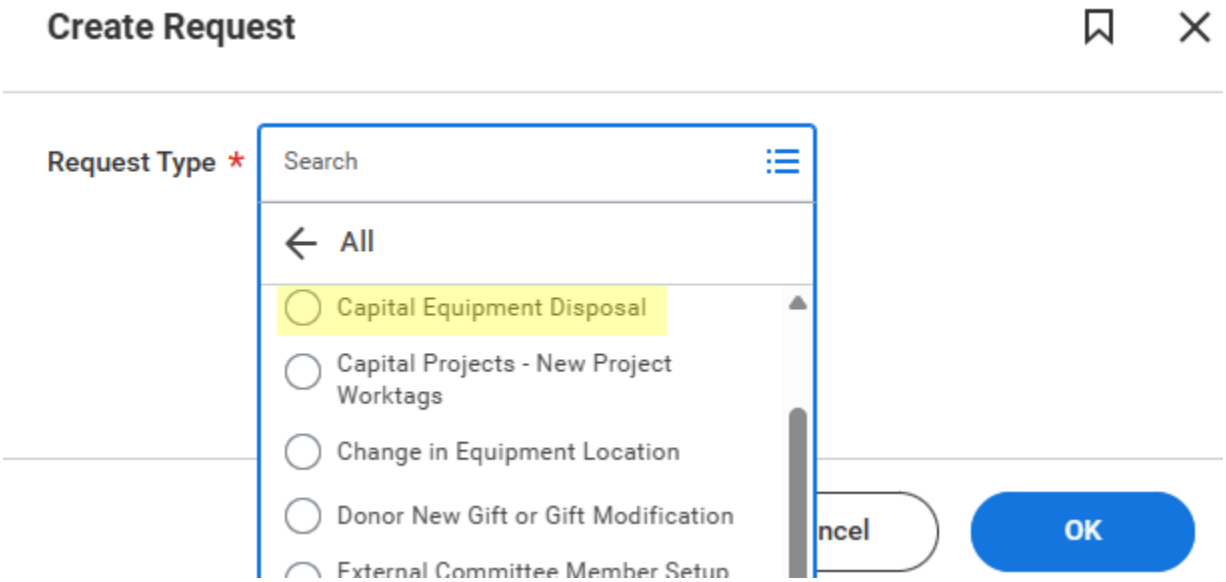
Disposition of Capital Equipment –

Report any capital asset disposal using Capital Equipment Disposal through “Create Request” in Workday –



Once the Capital Equipment Disposal form has been selected, complete the requested information and submit. Once the task has been completed by the staff in the Office of Plant Funds you will receive a return notification in your Workday inbox.