

Request for Disposal of Obsolete/Surplus Equipment

AP 6520 reads "No item of equipment that has been inventoried with a bar code may be removed from any room to which it has been assigned without an approved "Request to Move, Relocate, or Store Fixed Assets of Victor Valley College" form. In addition, no equipment may be removed from the inventory of Victor Valley College without an approved "Request for Disposal of Obsolete/Surplus Equipment" form.

Requester's Information

| | |
|-------------|------------------|
| Name: | Date: |
| Department: | Phone Extension: |

Equipment Information (One Item Per Request)

| | |
|------------------------|-------------------|
| Manufacturer: | |
| Model Number: | Serial Number: |
| Asset Tag Number: | |
| Model Year: | Acquisition Year: |
| Equipment Description: | |

Briefly describe why equipment is obsolete or surplus:

Approvals

I agree that the aforementioned equipment is either obsolete, is no longer economically sound to repair, or is surplus to the needs of Victor Valley College.

Requestor's Signature:

Department Director or Dean Signature:

Vice President Signature:

FOR M&O USE ONLY

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|----------------|-----------------------------|
| Date Received: | Date Removed from Property: |
|----------------|-----------------------------|

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|--------------------|---|---|--------------------------|---|
| Board Agenda Item: | Y | N | Board Agenda Month/Year: | / |
|--------------------|---|---|--------------------------|---|

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|-----------------|---|---|-------------------|
| Board Approved: | Y | N | Date of Disposal: |
|-----------------|---|---|-------------------|

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| Auction Company: | Selling Price: |
|------------------|----------------|

Comments/Notes: