ASSET DISPOSAL FORM

This form must be completed and all approvals obtained prior to asset disposal.

Assets:
Property: ____________________________________________ LC Tag #: ____________________
Property: ____________________________________________ LC Tag #: ____________________
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Property: ____________________________________________ LC Tag #: ____________________
Property: ____________________________________________ LC Tag #: ____________________
Property: ____________________________________________ LC Tag #: ____________________

*If more space is needed attach a detailed list to this form.

**If property was purchased through a grant, written authorization must be received from the awarding agency. If the awarding agency does not have a need for the property, the College asset disposal policy may be followed.

Grant funded? Y/N If yes, please attach copy of authorization for disposal from awarding agency.

Aggregate value of property or highest bid (circle one): $ ______________

Method for determining value: ________________________________

Requested method of disposal: ________________________________

Recipient of property (name or organization): ________________________________

Employee signature: ________________________________

Supervisor approval: ________________________________

Submit this form to the Director of Capital Projects and Campus Operations for review.

________________________  ______________
Director, Capital Projects and Campus Operations  Date

________________________  ______________
VP, Administration  Date

Operations use only:
If aggregate value of Property is over $500, date of Board approval: _________________________
If aggregate value of Property is over $1,500, date of public auction: _________________________
Waiver form signed by both parties: ________________________________
Date of disposal: __________
If sale, account number to receipt: ________________________________
Copy of receipt to: ________________________________
Property removed from inventory: ________________________________
Property removed from insurance: ________________________________