

SOLANO COMMUNITY COLLEGE DISTRICT

Disposition, Transfer or Trade-In of College Equipment

It is requested that the equipment inventory records for the listed equipment be adjusted as follows:  
(check only one reason)

- Returned to vendor (attach to yellow copy of approved form)
- Lost or stolen (attach copy of theft report form)
- To be sold as surplus
- To be destroyed or broken up for parts
- Trade-in or sale in lieu of trade-in list P.O. number and vendor

\_\_\_\_\_ Transfer to (location)

Bldg No. \_\_\_\_\_ Room No. \_\_\_\_\_

Comment \_\_\_\_\_

Asset No.	Description	For Surplus Items Only	
		Building No.	Room No.

Action Performed by \_\_\_\_\_ Date \_\_\_\_\_

Division or Organizational Unit \_\_\_\_\_

Approved by \_\_\_\_\_  
Unit Manager or Division Dean

Distribution :

Original to District Director of Facilities  
Duplicate for your files

\_\_\_\_\_  
For District Facilities Office Use

For Surplus Items:

Board authorization to sell \_\_\_\_\_

Invoice/receipt number and date \_\_\_\_\_