



**Property Movement Of District Equipment (Rev. 11/18)** \_\_\_\_\_

**Date** \_\_\_\_\_

It is requested that the following District owned equipment, which is no longer suitable or required for College needs, be sold or disposed of in accordance with Board Policy.

No.	Qty	Description	Mfg. Name	Model#	Serial#/VIN	SMC Asset Tag No.	Building Room#	Condition		
								Poor	Fair	Good
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

Requestor \_\_\_\_\_

Extension \_\_\_\_\_

Department \_\_\_\_\_

Dept. Chair/Dean Name \_\_\_\_\_

Extension \_\_\_\_\_

Department \_\_\_\_\_