



Property Disposal and Surplus of District Equipment

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

Date: _____

Qty.	Description	Model # (If Applicable)	Serial #/VIN (If Applicable)	SMC Asset Tag No.	Location (Building & Room #)	Condition			M&O (Internal Use Only)
						Poor	Fair	Good	

Requestor _____ Extension _____ Department _____

Dept. Chair/Dean _____ Extension _____ Department _____