

SURPLUS

Disposal # _____

Use this form only for items being removed from college inventory. For all IT related property, review with IT. For all other property, review with Physical Plant. If disposing of a vehicle, first notify the offices of the Vice Presidents and President, to determine if any of their departments or divisions may want the vehicle. Complete and sign the form electronically, email to Purch@lcsc.edu.

Tagged Items

	Disposal Method	Numerical Tag #	Description of Item	Serial or VIN Number	Condition	*Original Value	Current Value	Cash Receipt #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Non-Tagged Items

*Original values are in Colleague: Enter "FXIN" in the search bar. Type the Tag# of the item.

	Disposal Method	Qty	Description of Item	Serial or VIN Number	Condition	Current Value	Cash Receipt #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Requesting Department:

Name of Physical Plant or IT staff who reviewed inventory value/disposal method:

Department Head Signature:

Date of PP or IT review:

Purchasing Signature:

Check to confirm VP's and President's offices (or T&I for unusable vehicles) were notified of vehicle surplus.

Purchasing Notes: