

DISPOSITION OF SURPLUS EQUIPMENT PROCEDURE CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Procedure: All requests **must** be completed on this form "Request for Disposal of District Equipment". Please be sure to keep the "green" copy of the Form for your records. This is an important document in the event you need to track or follow-up on the removal of equipment. Moreover, for additional Forms, please contact your Vice President of Business Services for your College.

Step 1. This Form must be completed. If information is missing it may be returned to you to complete the missing data, thereby delaying the removal of the equipment.

Furthermore, on the Form please be aware of sections that are identified as "Mandatory" and therefore must be completed.

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|---------------------------------------|---|
| A. Date: | Mandatory. Date which form was completed. |
| B. Building Location
& Room Number | Mandatory. Area where equipment is located to be picked up. |
| C. Quantity: | Mandatory. Number by type of equipment that will need to be picked-up. |
| D. Description | Mandatory. Describe what the item(s) are e.g., Metal Desk, Lateral File Cabinet, Computer Monitor. Please be specific. |
| E. Model # | Information is usually listed on the side or underneath the piece of equipment being surplused. |
| F. Serial #/VIN # | This information is usually listed on the side or underneath the equipment. |
| G. CLPCCD Barcode | Mandatory. The Asset Tag is usually on the side of the piece of equipment being surplused. |
| H. Condition | Please identify in this column if the equipment is Poor, Fair, Good. |
| I. Operational | Please identify in this column if the equipment is Operational, Yes or No. |
| J. Signature | Mandatory. Please be sure to sign. |
| K. Printed Name | Mandatory. Please be sure to print your name. |
| L. Extension | Mandatory. We may need your phone extension to schedule a pick-up or get a hold of you. |
| M. Division or Area | Mandatory. |
| N. Chair/Dean | Mandatory. |
| O. VP Business
Services | Mandatory. |

Step 2. Form is then to be forwarded to the appropriate Department Chair/Dean for signature (section N).

Step 3. Form is then sent from the Dean/Chair to the Vice President of Business Services for College (section O) for signature.

Step 4. Form will forward then to the District Purchasing Manager.

Step 5. Purchasing Manager will coordinate pick-up through Warehouse Staff.