



Request For Disposal Of District Equipment

ID # _____

Date _____

Chabot-Las Positas Community College District

College	
Chabot	LPC

It is requested that the following described equipment belonging to the District, and which is no longer suitable or required for College Purpose, be sold or disposed of in accordance with Board Policy.

Qty.	Location Room #	Description / Model# / Serial#	CLPCCD Bar Code/ License #	Condition			Operational	
				Poor	Fair	Good	Yes	No
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					
_____	_____	_____ _____ Model# _____ Serial/ Vin # _____	_____					

It is the requestor's responsibility to complete all required fields. This includes the names and emails of the Chair/Dean and the VP of Business Services.

Name of Requestor_____
Name of Chair/Dean_____
Name of College Business Services VP_____
Requestor Email_____
Chair/Dean Email_____
VP Business Services Email_____
Requestor Signature_____
Chair/Dean Signature_____
VP Business Services Signature