

Request for Approval/Disposal of Surplus Property

Property Disposal Form #

Requestor Information

Completed by the Requestor, person releasing property.

Name:

Campus/Building/Room:

Supervisor's Approval:

Date:

Check applicable items:

- Excess Property ☐
- Trade-in ☐
- Damaged ☐
- Useful Life Expended ☐
- Known Theft ☐
- Noncapital item ☐
- Other: Specify ☐

Transfer Record

Completed by Maintenance Department

☐ Item Re-Purposed?

Received by:

Campus/Building/Room:

- ☐ Disposed via surplus contract
- ☐ Disposed via special sale
- ☐ Disposed via trade-in
- ☐ Disposed of no scrap value

Date Transfer Completed:

Supervisor/Manager Acknowledgement:

Item#	Qty	Description	STLCC Tag#	Location	Condition