



Surplus Property Disposition Form

1. General Name/Description of Item: _____
2. Number of identical items: _____
(Except for serial numbers)
3. Brand Name: _____
4. Model No.: _____

Serial No.	College Property I.D. Sticker No.	Working	Needs repair (explain)	Destroy	Estimated Value For Surplus Sale

5. Location of item(s) now: _____
6. When available for pick-up: _____

AUTHORIZATION TO DISPOSE AS SURPLUS PROPERTY:

Name

Title

Department

Date

***Original to Physical Plant Division: 2nd copy for your records: 3rd copy attach to surplus property**

To be completed by Physical Plant Division

Disposition: Surplus Transferred to: _____
Department

Destroyed _____
Signature

Date

Shasta College is an equal opportunity educator and employer