

**Marin Community College District  
Request for Disposal of Equipment**

**Date:** \_\_\_\_\_

In accordance with Board Policy and Administrative Procedure 6550 Disposal of District Personal Property, please complete as much of the requested information as possible. Please make sure equipment is marked as surplus to assist in the removal process. When the form has been approved, submit to the Assistant Superintendent/VP of Administrative Services. After Board approval a work order will be created to remove the equipment.

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Location of Equipment (Including building, room, campus): \_\_\_\_\_

Description of Equipment: *Please fill out attached excel spread sheet entirely. For computer equipment include a list of loaded software and other equipment, be specific.*

Reason equipment is no longer needed by the department: \_\_\_\_\_

Was the equipment purchased with Federal funds? \_\_\_\_\_

Do you plan to replace? \_\_\_\_\_

If yes, what is the source of funding? \_\_\_\_\_

**Evaluation Criteria**

Remaining useful life? \_\_\_\_\_

Cost to maintain or repair: \_\_\_\_\_

Once declared surplus, should equipment be:  Sold, if this box is checked what is the value \$ \_\_\_\_\_  
**OR**  Junk

<b><u>Approved:</u></b>	<b><u>Office Use:</u></b>
<b>Department Chair Signature</b>	<b>Storage Location (if applicable)</b>
<b>Dean or Director Signature</b>	<b>Date Declared Surplus by Board of Trustees</b>
<b>Assistant Superintendent/VP of Administrative Services</b>	<b>Surplus Location</b>