

LOS RIOS COMMUNITY COLLEGE DISTRICT

- ARC EDC
- CRC FLC
- SCC FM
- DO Other _____

Declaration of Surplus Equipment

(Instructions on Back of Form)

Quantity	ITEM DESCRIPTION	Condition of Item	Model No.	Serial No.	Fixed Asset Inventory Tag #	Location/ Building	Weight

Area Dean _____ Date _____

Warehouse _____ Date _____

Vice President of Administration _____ Date _____

Equipment Inv. Update by _____ Date _____

INSTRUCTIONS FOR COMPLETING A DECLARATION OF SURPLUS EQUIPMENT

Equipment may be declared surplus property when it is no longer needed for program purposes, becomes obsolete, broken, or is unsafe to use.

Please **contact your college business office or site manager for the procedures used for disposal of surplus equipment at your work site.**

- 1. Heading** Identify work site that is declaring equipment to be surplus.
- 2. Quantity** List quantity for each item being declared surplus.
- 3. Item Description** Provide detailed information to help identify item, such as brand name, size, speed, capacity, etc.
- 4. Condition of Item** Describe condition of item as good, fair, poor, etc.
- 5. Model Number** Insert model number, if applicable.
- 6. Serial Number** Insert serial number or other identification number.
- 7. Fixed Asset Inventory Tag Number** Insert the Los Rios fixed asset tag number that is attached to the equipment items.
- 8. Location/Building** Identify the building and room number in which the equipment is located.
- 9. Weight** Please estimate weight in pounds.
- 10. Signatures** The final list is prepared and submitted to the Vice President of Administration or work site manager for approval before being sent to General Services.
- 11. Distribution of Copies** After the V.P. of Administration approval, the yellow copy will be retained by the originator, the white copy shall be sent to General Services, and the Goldenrod copy sent to Accounting, who will update the equipment inventory records.