



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