

LOS RIOS COMMUNITY COLLEGE DISTRICT

Control # \_\_\_\_\_

- ARC       DO
- CRC       FM
- SCC       Other \_\_\_\_\_
- FLC

**Declaration of Surplus Equipment**

*(Please review instructions on back before completing this form)*

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

\_\_\_\_\_ **Total Quantity**

Area Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Campus 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. Control Number** Provide a Control Number to help identify items for Board approval.
- 3. Quantity** List quantity for each item being declared surplus.
- 4. Item Description** Provide detailed information to help identify item, such as brand name, size, speed, capacity, etc.
- 5. Condition of Item** Describe condition of item as good, fair, or poor.
- 6. Model Number** Insert model number, if applicable.
- 7. Serial Number** Insert serial number or other identification number.
- 8. Fixed Asset Inventor Tag Number** Insert the Los Rios fixed asset tag number that is attached to the equipment item(s).
- 9. Location/Building** Identify the building and room number in which the equipment is located.
- 10. Weight** Estimate weight in pounds.
- 11. 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.
- 12. 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 pink copy sent to General Accounting, who will update the equipment inventory records.