



Peralta Community College District

## EQUIPMENT ACTION REQUEST FORM AND INSTRUCTIONS

Return this form to Campus Business Office

CC: 1. Purchasing Department  
2. Warehouse

FROM: \_\_\_\_\_  
Requested by (Please Print)                      Date

SUBJECT:        REQUEST FOR EQUIPMENT INVENTORY AND DISPOSITION ACTION

LOCATION: Campus/Department \_\_\_\_\_ Bldg \_\_\_\_\_  
Room \_\_\_\_\_

1) ACTION REQUESTED:

( ) Remove equipment to District Warehouse for disposal. Please attach a completed and signed Excess/Surplus Equipment Form. Submission of a signed and completed form is required prior to the scheduling of a pickup and delivery of any goods. All Excess/Surplus/Obsolete equipment must have asset tags removed. Please palletize and shrink wrap Excess/Surplus separately from Obsolete equipment in order to identify the equipment for disposal.

3) INFORMATION:

- ( ) Property was stolen and a Police report is attached
- ( ) Non-repairable
- ( ) Obsolete
- ( ) Available for reassignment

\_\_\_\_\_  
Business Services Manager or Department Head                      Date

Equipment Action Request Form  
Updated 6/20/12





# OBSOLETE EQUIPMENT LIST

COLLEGE: \_\_\_\_\_

DISTRICT

\_\_\_\_\_ Department, Bldg. or Room No.

(Please Print Clearly)

Qty.	Item	Serial Number	PCCD Number	Dollar Value

<b>COLLEGES</b>	
COLLEGES require the following signatures:	
<b>X</b>	
<i>Department Head</i>	<i>Date</i>
<b>X</b>	
<i>Campus Business Officer</i>	<i>Date</i>
<b>X</b>	
<i>President (or Designee)</i>	<i>Date</i>

<b>DISTRICT</b>	
DISTRICT require the following signature:	
<b>X</b>	
<i>Department Head</i>	<i>Date</i>