

BERKELEY CITY COLLEGE

EQUIPMENT ACTION REQUEST

Return form to: Business Office

Copy to Purchasing

FROM: _____
Requested by _____ Date _____

Subject: REQUEST FOR EQUIPMENT INVENTORY AND DISPOSITION ACTION
(Please attach Excess Disposition or Surplus Equipment List)

Equipment _____

Brand _____

Model _____

Serial Number _____

PCCD Number _____

Location: Room Number _____ Building _____

ACTION REQUIRED:

- Please remove equipment to the District Warehouse
- Please omit from College Inventory
- Property moved to a new location. Please change inventory
College _____ Room # _____

INFORMATION:

- Property stolen. A police report has been filed.
- Equipment requires repair.
- Equipment is too expensive to repair. (Dispose)
- Equipment is to be used for parts.
- Equipment is available for reassignment.
- Equipment is obsolete.