

Los Angeles City College Administrative Services "How To" Book	Sample Replacement & Disposal Form	VII
		B-8
Sample Blank Equipment Replacement & Disposal Form		

REQUEST FOR EQUIPMENT REPLACEMENT OR DISPOSAL

ROUTE TO:

1. Department/Office
2. Administrative Services
3. Physical Plant
4. Dean of instruction
and/or Administrative Services
5. District
6. Administrative Services
(Please Type)

Fiscal Year 2008/09

Date 7/23/2008

Requisition No. _____
(To be filled in by Ad. Services)

To be completed by Dept/Office and forwarded to Administrative Services (Receiving Dept. FH1, x-2495)

Requested by James Johnson	Department/Office Head Signature John Simpson			Cost Center/WBS 10010-C6830	
Items	Brand Name	Model No.	Serial No.	Inv. No.	Loc.
Computer Monitor	HP	L1740	CND6250X2F	C35422	AD112/LACC
Reason <input type="checkbox"/> Equipment Lost/Stolen <input type="checkbox"/> Obsolete for Instruction Date <u>7/23/2008</u> <input checked="" type="checkbox"/> Inoperable Police Report No. <u>N/A</u>			Remarks Monitor is dysfunctional		
			Dept/Office Head Signature	Date	

To be completed by Physical Plant and forwarded to Administrative Services (Receiving Dept. FH1, x-2495)

Condition <input type="checkbox"/> Good <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Poor	Recommendation <input checked="" type="checkbox"/> Replace <input type="checkbox"/> Do Not Replace <input type="checkbox"/> Other	Age <u>Three Years</u>	Est. Repair <u>N/A</u>	Ext. Trade-in <u>N/A</u>
Remarks Dysfunctional Monitor		Remarks Replacement Required		
Evaluator Signature	Date	BGA Signature	Date	

To be completed by Dean of Instruction if Obsolete for Instruction

<input type="checkbox"/> Approved	Remarks	Approved <input type="checkbox"/>	Remarks
<input type="checkbox"/> Not Approved		Not Approved <input type="checkbox"/>	
Dean of Instruction Signature	Date	Administrative Services Signature	Date

To be completed by Material Section three(3) copies returned to Administrative Services

DISPOSITION OF EQUIPMENT			
<input type="checkbox"/> Hold for trade in	<input type="checkbox"/> Hold for Salvage	<input type="checkbox"/> Destroy on Site	Other
Remarks		Remarks	
District Inspector Signature	Date	Material Section Signature	Date

Note: Instructions for the completion of this form can be found on the actual form online as comments in the respective cells or fields to be filled-in or completed.

