



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



Peralta Community College District

OBSOLETE EQUIPMENT LIST

COLLEGE: _____

DISTRICT

_____ Department, Bldg. or Room No.

(Please Print Clearly)

Qty.	Item	Serial Number	PCCD Number	Dollar Value

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

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