



Property Surplus Disposal Request

Do not complete this form for surplus or disposal of technology items.
For surplus or disposal of technology items e-mail the hotline at hotline@shastacoe.org

Inventory Tag No.

Description

Manufacturer

Model No.

Serial No.

Condition of Property

Good
Fair
Unusable

**Place Inventory
Tag Here**

Reason for Declaring Surplus

Excess to program
Obsolete
Uneconomical to repair
Other

Physical Location of Surplus Property

Site

Building

Room #

Contact Person

Telephone No.

Program Manager *Signature* _____

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- 1) Complete the form and obtain program manager approval signature
 - 2) Make a copy of *Property Surplus Disposal Request Form* and attach it to property
 - 3) Complete a Work Order at <http://www.mytechdesk.org/> to schedule pick-up by M&O
 - 4) Forward the original *Property Surplus Disposal Request Form* to Business Services Department