



CENTRAL OREGON
community college

Storage/Removal Request

This form provides a method to request that extra or unused equipment be picked up for storage or reallocation.

Requestor's Contact Information

Department: _____

Name: _____

Email Address: _____

Phone Ext: _____

Item Information

Pick Up Location (be specific): _____

Item Description:

Quantity: _____

Does it work? Yes No Not Applicable

Permanent removal or temporary storage?

Temporary storage

Permanent removal (can be repurposed or removed from campus)

Reason for removal?

Comments:
