

Surplus Property Disposition Request

To: Erica Waldbillig, Purchasing Date: _____

From: _____

Phone: _____

1. Current estimated market value:
- no value
 - up to \$5,000 per item
 - \$5,000 to \$99,999
 - \$100,000 and up (Board approval)

2. Type of disposition requested:
- sell at public auction
 - sealed bid sale
 - trade-in
 - scheduled sale
 - sell/donate to other government agencies
 - sell/donate to non-profit agencies
 - scrap or salvage

3. Description of item(s) to be disposed of (attach list if necessary) & photos

<i>Qty & Item Description</i>	<i>Inventory, Serial or Asset Tag#</i>	<i>Est. Value (\$0 is allowed)</i>
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4. Have Facilities Pick-Up
 Other Arrangements

Email to ewaldbillig@cocc.edu
 Thank you.

PURCHASING CHECKLIST

- Was the item donated
- Was item purchased with grant funds
- Matt McCoy or Sharla Andresen's approval to surplus

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Below section to be completed by Purchasing

5. I declare the subject items surplus and authorize disposition as requested.

<i>Signature</i> Matt McCoy	<i>Date</i>
Title: VP for Administration	