

Procedure No. 707.2 – Supplement 1

Equipment Disposal Form

EQUIPMENT DISPOSAL

ATLANTIC CAPE COMMUNITY COLLEGE

Material Services - Inventory Control - FY17

Line #	Decal #	Description	Date of Purchase	Cost	Reason/Comments
1.					
2.					
3.					
4.					
5.					

EQUIPMENT DISPOSAL AUTHORIZATION:

Director Printed Name

Date

Grants Accountant Signature (if Perkins Funded)

Date

Manager of Business Services

Date

Director of Business Services (if over \$1,000)

Date

Dean of Administration and Business Services (if over \$10,000)

Date

cc: Receiving