

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

Name of Individual Requesting Disposition: *K. Copeland Aaron Dassen* Building: *Sacramento* Location of Items: *multi purpose Rm*

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							Disposal: Please Indicate Method
<i>Sacramento</i>							Total Cost Selling: Competitive Bid Process
	District	Date	Purchase	Replacement		of Disposition	Donation: List Organization
Description of Property including Brand & Serial #	Tag #	Acquired	Price	Price	Qty	(5) x (6)	Other: List Means and/or Place
<i>4 - Round tables</i>							
<i>20 - 6 foot square tables</i>							
<i>12 Heat tables</i>							
<i>15 chairs</i>							

No visible asset tags

Total Items and Cost of Disposal:

Required Signatures (if applicable) *[Signature]*

Principal: *K. Copeland / Justice* Date Approved:

Technology: Date Approved:

Request Approved? Yes No Date Approved:

Approved By:

[Red Signature] *11/7/16*

*If denied, recommended action:

To Operations for Equipment Removal Date:

To District Office to Remove from Inventory Date:

