PVCC
Surplus Property Form

Date:	PVCC ID #:
Description:	
Location: From Current Room #: To Room #:	
Condition of Item: Good ☐ Fair ☐ Poor ☐	
Reason for Surplus: Obsolete ☐ Missing Parts ☐ Unrepairable ☐ Other	
If 'other' was selected as reason for surplus, state reason here:	

Signatures:

Requestor: _____

Division Chair: _____

Inventory Control: _____

Procedures:

1. Item should have a four digit PVCC ID sticker. If there is not an ID number, put "unknown."
2. Description should be first, general such as "computer" then specific such as "Dell."
3. Reasons for surplus: Other refers to reasons other than what is listed, such as "too costly to repair, stolen, missing during physical inventory" etc.
4. Surplus property form should be returned to the Business Office as soon as possible so that the updates can be made in a timely manner.
5. All forms must have the division chairperson's signature before property can be declared surplus.
6. No item can be destroyed or removed from the premises without permission from the Business Office.