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| *Fayetteville Technical Community College* |
| DISPOSAL OF SURPLUS and/or OBSOLETE EQUIPMENT |
|  | Date: |       |  |
| To: Property Control: |       | Date: |       |
| Thru: Director/Dean |       | Date: |       |
|  Associate Vice President: |       | Date: |       |
|  Vice President: |       | Date: |       |
|  Senior Vice President: |       | Date: |       |
|  |  |  |  |
| From: |       |  |       |
|  | (Name) |  | (Title) |
| Subject: Disposal of Surplus and/or Obsolete Equipment |
| A. | Description: |       |
| B. | State Number: | 832-      | MIS Number: |       | Serial Number: |       |
| Is item being leased: | [ ]  Yes | [ ]  No | [ ]  Unsure | If yes, list Co name:       |
| Was item purchased with a grant: | [ ]  Yes | [ ]  No | [ ]  Unsure | If yes, which grant:       |
| C. | Condition: | [ ]  Operable | [ ]  Inoperable |  |
| If inoperable, would item work with minor repairs: | [ ]  Yes [ ]  No |
| D. | Reason for Disposition: | [ ]  Surplus | [ ]  Obsolescence | [ ]  Fair-Wear | [ ]  Cannibalization |
| E. | Suggested Sale Price if sold: |       |
| F. | Other information that would help to dispose of said item(s): |       |
|       |
|       |
| G. | Location of item(s): Building: |       |  | Room Number: |       |

IMPORTANT: This form will be signed by Property Control and returned to the initiator. DO NOT dispose of any property until notified by Property Control.