

## Equipment and/or supplies submitted on this form will be deleted from campus inventory and then disposed of in the next surplus auction.

All Surplus Equipment Transfer Request forms Must Be Processed Via Adobe Sign to include the approval signature of the Direct Supervisor, and if applicable the Exec Director of IT and or FS (Facilities Services). All forms must be cc'd to warehouse@avc.edu to be processed.

Warehouse will contact the Requester to schedule pickup once form is approved.

Requested By	Phone Ext	
Department	Date	
Direct Supervisor Approval		
Exec Director of IT Approval (for IT related items)		
Exec Director of FS Approval (for furniture items)		

Description	AVC# (If Applicable)	Current Location (Building & Rm #)