SURPLUS EQUIPMENT REQUEST

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)	
Director of FS Approval (for furniture items)	

Please make sure items are clearly marked "WAREHOUSE" prior to picking up

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

Updated: 1-16-2025