



ASSET DELETION FORM

ASSET TAG NO.	DESCRIPTION, INCLUDING MAKE AND MODEL	SERIAL NUMBER	COLLEGE	BLDG.	ROOM	CONDITION CODE *	ESTIM. VALUE	BOARD ACTION
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What to do:

Asset Tag Number: Enter bar code. If there is no bar code on the equipment, write N/A to indicate you have checked and found no tag. Do not enter the serial number here.

Description: Include make and model number.

Building and Room: indicate where the property is now located.

Board Action (shaded): Leave blank, will be completed by District. Ed Code requires Board to declare property surplus prior to disposal.

Send Form to District General Services Office.

District policy is found in Rules & Regulations, Section 8.31.

Signature

Dept.

Date

Dept. Administrator

College Business Operations (if applicable)

***Condition Codes: 1= Excellent. 2= Good. 3= Fair. 4= Can Repair
5= Beyond Repair or Hopeless**