

**LAKE MICHIGAN COLLEGE**  
**SALE/DISPOSAL OF COLLEGE PROPERTY FORM**

Note: Attach listing for multiple items to be sold or disposed of

LMC Tag # \_\_\_\_\_ Est. Value \$ 200.00 Location F101

Description of Equipment Badge maker with box of buttons Model No. 2800  
(include model number, serial number, etc., if available)

Donated Item? \_\_\_ Yes  No Date of donation: \_\_\_\_\_ If yes, attach Form 8282

I request that the above listed piece(s) of Lake Michigan College equipment be removed from my area for the following reason(s):

No longer use

Employee's Name Katie Ruggie Date 5/30/2012

Admin. Supervisor's Approval Tracy Martindale Date 6-7-12

**FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT**

FACILITIES MANAGEMENT OFFICE USE ONLY	
_____ Announcement placed in <u>The Chronicle</u>	Date _____
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RELOCATION OF EQUIPMENT REQUEST:	
Date Requested _____	New Room Location _____
Form sent to Dir., Purchasing & Support Services	Date _____
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PURCHASING & SUPPORT SERVICES USE ONLY	
Fixed Asset Record Updated	Date _____

**FOR DISPOSAL, FORWARD FORM TO V.P., FINANCIAL SERVICES**

Approval:	
V.P., Financial Services (Value \$1,000 -\$49,999)	Date _____
President (Value \$50,000+)	Date _____
Item Destroyed _____	Date _____
Item Placed in Storage _____	Location _____ Date _____
Item Sold _____	Sale Price _____ Date _____
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PURCHASING & SUPPORT SERVICES USE ONLY	
Fixed Asset Record Updated	Date _____