

**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 \$891.10 Location F101

Description of Equipment 360 4 1/2 oz Champagne flutes Box Id 3777
(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 Ruppel Date 5/30/2012

Admin. Supervisor's Approval Jonya 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 _____
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested _____	New Room Location _____
Form sent to Dir., Purchasing & Support Services	Date _____
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 _____
PURCHASING & SUPPORT SERVICES USE ONLY	
Fixed Asset Record Updated	Date _____