# Conference & Event Services Sale of College Property

#### **Prices are negotiable**

For more information, please contact Christine at ext. 8703

### Kenmore Wine Cellar

LAKE MICHIGAN COLLI SALE/DISPOSAL OF COLLEGE PRO Note: Attach listing for multiple items to be sold of	PERTY FORM
MC Tag # Est. Value \$ 2.50	
Description of Equipment Kerwore wire cell (include model number, serial number, etc.	
Donated Item? Yes X No Date of donation:	If yes, attach Form 8282
request that the above listed piece(s) of Lake Michigan College equ he following reason(s):	ipment be removed from my area for
No longer use	
V	
Employee's Name Katie Ryples	Date 5/30/2012
Admin. Supervisor's Approval Druga Martindel Date	6-7-12
FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR.	
FACILITIES MANAGEMENT OFFICE USE ONLY	
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested New Room	1 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 SE	RVICES
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 SoldSale Price	Date
PURCHASING & SUPPORT SERVICES USE ONLY Fixed Asset Record Updated	Date

### **Cash Register**

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or disposed of LMC Tag # 022215 Est. Value \$ (50.00 Location F (0) Description of Equipment Cash Register Modelierazio number, serial number, etc., if available) Donated Item? \_\_\_\_\_Yes X\_\_\_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): got a New updated cash replister Employee's Name Kat'e Rugges Date 5/30/2012 Admin. Supervisor's Approval Darya Martindale Date 5-30-17 Date 5/30/2012 FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY Announcement placed in The Chronicle 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

#### **Two Fish Baskets**

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 \$40.00 Location flo

Description of Equipment 2 Fish basket For Cooking on ofen five (include model number, serial number, etc., if vailable)

Donated Item? Yes Yoo 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 Kate Ryffles	Date 5/30/2012
Admin. Supervisor's Approval my Martinde	LQDate_ (0-7-17-
FOR POSSIBLE RELOCATION, FORWARD FORM TO	
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

Date

TORCINSING & SUTTORT SERVICES USE ONE

Fixed Asset Record Updated

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

V.P., Financial Service	es (Value \$1,000 -\$49,999)	Date
President (Value \$50,		Date
Item Destroyed	-	Date
Item Placed in Storage	Location	Date
tem SoldSale	Price	Date



## **Champagne Flutes**

	SAL OF COLLEGE PR	
LMC Tag #	Est. Value 89	Location F(0)
		flutes Box I2 3777 etc., if available)
Donated Item?YesY	No Date of donation:	If yes, attach Form 8282
I request that the above listed piece the following reason(s):	(s) of Lake Michigan College ed	quipment be removed from my area for
NO LONGER USE		
V		
Employee's Name Katie 1	Ruffies	Date 5/30 /2012
Admin. Supervisor's Approval	nyn Martudeles.	ate 6-7-12
	U	R.,FACILITIES MANAGEMENT
FACILITIES MANAGEM		
Announcemen	t placed in The Chronicle	Date
RELOCATION OF EQUI	PMENT REQUEST:	
Date Requested	New Roo	om Location
Form sent to Dir., Purchasi	ng & Support Services	Date
PURCHASING & SUPPO	RT SERVICES USE ONLY	
PURCHASING & SUPPO Fixed Asset Record Update		Date
	ed	······
Fixed Asset Record Update FOR DISPOSAL, FORWARD FO Approval:	ed	SERVICES
Fixed Asset Record Update FOR DISPOSAL, FORWARD FO Approval:	ed ORM TO V.P., FINANCIAL 5 vices (Value \$1,000 -\$49,999)_	SERVICES
Fixed Asset Record Update FOR DISPOSAL, FORWARD FO Approval: V.P., Financial Ser	vices (Value \$1,000 -\$49,999)_ 50,000+)	SERVICES
Fixed Asset Record Update 	vices (Value \$1,000 -\$49,999)_ 50,000+)	SERVICESDate Date Date



### Heinz Condiment Dispensers

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or disposed of Est. Value 90.00 Location Flol LMC Tag #\_\_\_\_ Description of Equipment 3 heinz condiment dispensess, Mayo, Mustard, Ketchan Donated Item? \_\_\_\_\_Yes X\_\_\_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 Date 5/ 30 /2012 Employee's Name Katic Ruthes Admin. Supervisor's Approval Dorn-Martindal Date FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY Announcement placed in The Chronicle 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+) Item Destroyed\_ Date Item Placed in Storage Location Date \_ Sale Price\_ Item Sold Date

Date

<image>

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PURCHASING & SUPPORT SERVICES USE ONLY

Fixed Asset Record Updated

#### Sunbeam Roaster

SALE/DISPOSA	KE MICHIGAN COI L OF COLLEGE P listing for multiple items to be s	ROPERTY FORM
	•	U.UU Location Flor
		r, etc., if available)
		If yes, attach Form 8282
I request that the above listed piece(s the following reason(s): No (onfer USE	-	equipment be removed from my area for
		Date 5/30/2012 Date 4-7-12
FOR POSSIBLE RELOCATION,	() FORWARD FORM TO, I	DIR., FACILITIES MANAGEMENT
FACILITIES MANAGEME	NT OFFICE USE ONLY placed in <u>The Chronicle</u>	Date
RELOCATION OF EQUIPM	IENT REQUEST:	
Date Requested	New R	oom Location
Form sent to Dir., Purchasing	g & Support Services	Date
PURCHASING & SUPPOR		
Fixed Asset Record Updated		Date
FOR DISPOSAL, FORWARD FO	RM TO V.P., FINANCIAI	SERVICES
Approval: V.P., Financial Servi	ces (Value \$1,000 -\$49,999)	) Date
President (Value \$50	0,000+)	Date
Item Destroyed	_	Date
Item Placed in Starsge	Location	Date

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Item Sold

Fixed Asset Record Updated

Sale Price

PURCHASING & SUPPORT SERVICES USE ONLY

Date

Date

### 4 oz - Sundae Cups

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or disposed of Est. Value \$ 186.00 Location F(0] LMC Tag #\_\_\_\_ Description of Equipment 62 yource Sundae Cups (include model number, serial number, etc., if available) Donated Item? \_\_\_\_Yes X 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): to longer use Employee's Name Katle Ruffles Date 5/30/201 Admin. Supervisor's Approval Drug Martin del Date FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY Announcement placed in The Chronicle 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 Se	rvices (Value \$1,000 -\$49,999)	Date
President (Value	\$50,000+)	Date
Item Destroyed		Date
Item Placed in Storage	Location	Date
Item Sold	ale Price	Date

### 2 oz – Sundae Cups

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or disposed of

LMC Tag #\_\_\_\_\_ Est. Values 218.00 Location Flui

Description of Equipment <u>169</u> <u>2011 Sublace CuPs</u> (include model number, serial number, etc., if available)

Donated Item? Yes Y 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 confer use

Employee's Name Katie Rugges	Date 5/39/2012
Admin. Supervisor's Approval Dory Martindel D	hate 6-7-12
FOR POSSIBLE RELOCATION, FORWARD FORM TO, DI FACILITIES MANAGEMENT OFFICE USE ONLY	
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	

Date

Date Requested\_\_\_\_\_\_New Room Location\_\_\_\_\_\_ Form sent to Dir., Purchasing & Support Services Date\_\_\_\_\_\_

PURCHASING & SUPPORT SERVICES USE ONLY

Fixed Asset Record Updated

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

V.P., Financial Services (Value \$1,0	00 -\$49,999)Date
President (Value \$50,000+)	Date
Item Destroyed	Date
Item Placed in Storage Location	onDate
Item Sold Sale Price	Date



#### **Bread Baskets**

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or disposed of Est. Value \$ 180.00 Location Flat LMC Tag #\_\_\_\_ Description of Equipment 265 Bread baskers (include model number, serial number, etc., if available) Donated Item? Yes X 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 Riffes Da Admin. Superviso's Approval Druga Martindale Date Date 513012012 · 6-7-12 FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY Announcement placed in The Chronicle 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

#### **Bain Marie Pot**

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 0,00 Location F Co/

Description of Equipment Bain Marie Pot (include model number, serial number, etc., if available)

Donated Item? Yes Y 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 confer use

Employee's Name	Katie	Rugger	Date 5/30/2012
Admin. Supervisor	's Approval	nua Martine	Date 5/10/2012 Date 6-7-13
		X	and the second s

FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY

RELOCATION OF EQUIPMENT REQUEST:	
Date Requested	New Room Location
Form sent to Dir., Purchasing & Support Service	s Date
PURCHASING & SUPPORT SERVICES USE	ONLY
Fixed Asset Record Updated	Date

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

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 SoldSale Price	Date

### **Outdoor Chafer Frames**

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be sold or of disposed of Est. Value 162.00 Location F(0)

LMC Tag #\_\_\_\_\_ Est. Value [] 62.00 Location F( Description of Equipment 81 OUTdoot Chafer frames (include model number, strial number, etc., if available)

Donated Item? Yes X 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	Ruggles	Date 5/30 (2012
Admin. Supervisor	r's Approval	mya Martine	dologate 6-7-12
			TO, DIR., FACILITIES MANAGEMENT
FACILITI	ES MANAGEME	ENT OFFICE USE ON	LY

Announcement placed in The Chronic	le Date	
 RELOCATION OF EQUIPMENT REQUEST:		
Date Requested	New Room Location	
Form sent to Dir., Purchasing & Support Services	Date	
 PURCHASING & SUPPORT SERVICES USE O	NLY	
Fixed Asset Record Undated	Date	

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

V.P., Financial Service	es (Value \$1,000 -\$49,999)	Date
President (Value \$50,		Date
Item Destroyed	-	Date
Item Placed in Storage	Location	Date
Item Sold Sale	Price	Date



#### **Square Coffee Saucers**

LAKE MICHIGAN COLLEGE SALE/DISPOSAL OF COLLEGE PROPERTY FORM Note: Attach listing for multiple items to be old or disposed of LMC Tag #\_\_\_\_\_\_Est. Value 1 80.00 Location 100 [00] Description of Equipment 36 UNITE SQuare Coffee Saucess (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 [00] USE

Announcement placed in The Chronicle	Date	
RELOCATION OF EQUIPMENT REQUEST:		
Date Requested New Roo	lew Room Location	
Form sent to Dir., Purchasing & Support Services	Date	
PURCHASING & SUPPORT SERVICES USE ONLY		
Fixed Asset Record Updated	Date	
SPOSAL, FORWARD FORM TO V.P., FINANCIAL S	SERVICES	
Approval:	Date	
V.P., Financial Services (Value \$1,000 -\$49,999)		

Date
Date

Fixed Asset Record Updated Date\_\_\_\_\_



### **Glass Candy Jars**

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 180.00 Location Flo1

Description of Equipment 36 Hass (andy Jar)

Donated Item? Yes Y 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

Supervisor's Approval Drya Martudele	
OSSIBLE RELOCATION, FORWARD FORM TO, I FACILITIES MANAGEMENT OFFICE USE ONLY	DIR.,FACILITIES MANAGEN
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested New R	oom Location
Form sent to Dir., Purchasing & Support Services	Date
PURCHASING & SUPPORT SERVICES USE ONLY	
Fixed Asset Record Updated	Date

Approval: V.P., Financial S	iervices (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
	ORT SERVICES USE ONLY	
Fixed Asset Record Upda	ated	Date



#### **Cereal Bowls**

LAKE MICHIGAN COLLE SALE/DISPOSAL OF COLLEGE PRO	PERTY FORM
Note: Attach listing for multiple items to be sold or LMC Tag #Est. Value	
Description of Equipment 69 China Cetal bour (include model number, serial number, etc.	
Donated Item?Yes XNo Date of donation:	
I request that the above listed piece(s) of Lake Michigan College equi the following reason(s):	pment be removed from my area for
No longer use	
Employee's Name Katie Rulles	Date 5/30/2012
Employee's Name Katle Ruffler Admin. Supervisor's Approval Dryp. Matterdal Bate	6-7-12
FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR.,	FACILITIES MANAGEMENT
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	Date
Date Requested New Room	Location
Form sent to Dir., Purchasing & Support Services	
PURCHASING & SUPPORT SERVICES USE ONLY	Date
Fixed Asset Record Updated	Date
FOR DISPOSAL, FORWARD FORM TO V.P., FINANCIAL SE	RVICES
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 SoldSale Price	Date

Date\_

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PURCHASING & SUPPORT SERVICES USE ONLY

Fixed Asset Record Updated

#### **Assorted Votives**

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 Flo1

Description of Equipment 344 assorted Votives (include model number, serial number, etc., if available)

Donated Item? Yes K 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 Ruggles	Date 5/30/2012
Admin. Supervisor's Approval Jong Martind	2louire 67-12-
FOR POSSIBLE RELOCATION, FORWARD FORM T	
FACILITIES MANAGEMENT OFFICE USE ONL	Y

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

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

Approval:		
V.P., Financial Servic	es (Value \$1,000 -\$49,999)	Date
President (Value \$50,		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

Date



## "Irish and Proud" Sign

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 1 8.99 Location F [0]
Description of Equipment IF(56 5(4))
(Include mode/number, serial number, etc., if available)

Donated Item? Yes X 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 LONG USE

Employee's Name KATIE RUDDES	Date 5/30/2012
Employee's Name Katie Ruggies Admin. Supervisor's Approval Days Marting	labore 6-7-12

FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY

RELOCATION OF EQUIPMENT REQUEST:	
Date Requested	New Room Location
form sent to Dir., Purchasing & Support Services	Date
URCHASING & SUPPORT SERVICES USE (	

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

Approval: V.P., Financial Servic	es (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



## Badge Maker

SALE/DISPOSAL OF COLLEGE PRO Note: Attach listing for multiple items to be sold of	or disposed of
LMC Tag # Est. Value \$ 200	D. OD Location Flol
Description of Equipment Bad the Maker with bax	C., if available)
Donated Item?Yes XNo Date of donation:	If yes, attach Form 8282
request that the above listed piece(s) of Lake Michigan College equ he following reason(s):	
No longer use	
Employee's Name Kotle Rugger	Date 5/30/2012
Admin. Supervisor's Approval Ange Martindel Date	- 6-7-12
OR POSSIBLE RELOCATION, FORWARD FORM TO, DIR.	
FACILITIES MANAGEMENT OFFICE USE ONLY	
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested New Room	n 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 SE	CRVICES
Approval:	
V.P., Financial Services (Value \$1,000 -\$49,999)	Date

\_\_\_ Location\_\_

Sale Price

PURCHASING & SUPPORT SERVICES USE ONLY

Date

Date

Date

Date



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Item Destroyed

Item Sold

Item Placed in Storage

Fixed Asset Record Updated

#### **Assorted Vases**

SALE/DISPOSAL OF Note: Attach listing for	COLLEGE PRO multiple items to be sold or	
MC Tag #	Est. Value 1185	Location F(0)
Description of Equipment 37 A 550 (include model		
Donated Item?YesNo Date of		
request that the above listed piece(s) of Lake he following reason(s):	Michigan College equi	pment be removed from my area for
No longer use		
Employee's Name <u>Katie Ruggle</u> Admin. Supervisor's Approval <u>Orya</u> 1	٢	Date 5/30/2012
Admin. Supervisor's Approval	Naturdal Date	6-7-12-
ل FOR POSSIBLE RELOCATION, FORWA		
FACILITIES MANAGEMENT OFFI		
Announcement placed in	The Chronicle	Date
RELOCATION OF EQUIPMENT RE		
Date Requested	New Room	Location
Form sent to Dir., Purchasing & Suppo	ort Services	Date
PURCHASING & SUPPORT SERVIO	CES USE ONLY	
Fixed Asset Record Updated		Date
FOR DISPOSAL, FORWARD FORM TO	V.P., FINANCIAL SE	RVICES
Approval: V.P., Financial Services (Valu	e \$1,000 -\$49,999)	Date
		Date
President (Value \$50,000+)		Date
President (Value \$50,000+) Item Destroyed	1. 	Date
	Location	Date





# Gray Vase

LAKE MICHIGAN SALE/DISPOSAL OF COLLE	GE PROPERTY FORM
Note: Attach listing for multiple iten LMC Tag # Est. Valu	
Description of Equipment (include model number, serie	
(include model number, seris	al number, etc., if available)
Donated Item?Yes XNo Date of donation:	If yes, attach Form 8282
I request that the above listed piece(s) of Lake Michigan ( the following reason(s):	College equipment be removed from my area for
No longer use	
Employee's Name Katle Ruffles	Date 5/30/2012
Employee's Name Katie Ruffles Admin. Supervisor's Approval Drya Martu	Jalone 6-7-12
FOR POSSIBLE RELOCATION, FORWARD FORM	I TO, DIR. FACILITIES MANAGEMENT
FACILITIES MANAGEMENT OFFICE USE OF	
Announcement placed in The Chroni	cle Date
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested	New Room Location
Form sent to Dir., Purchasing & Support Services	Date
PURCHASING & SUPPORT SERVICES USE C	NLY
Fixed Asset Record Updated	Date
FOR DISPOSAL, FORWARD FORM TO V.P., FINA	NCIAL 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 SoldSale Price	Date

Date\_

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PURCHASING & SUPPORT SERVICES USE ONLY

Fixed Asset Record Updated



#### Fake Flowers with Pot

LAKE MICHIGAN COLLI	FOF
SALE/DISPOSAL OF COLLEGE PRO	PERTY FORM
Note: Attach listing for multiple items to be sold LMC Tag # Est. Value # [4].	DECEMBER SERVICE IN
Description of Equipment 7 Fake flover w (include model number, serial number, se	
Donated Item? Yes K No Date of donation:	If yes, attach Form 8282
I request that the above listed piece(s) of Lake Michigan College equ the following reason(s):	ipment be removed from my area for
No longer use	
Employee's Name Katle Ruggles	Date 5/30/2012
Employee's Name Katle Ruggers Admin. Supervisor's Approvation Martin dale Date	6-7-12
FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR.	"FACILITIES MANAGEMENT
FACILITIES MANAGEMENT OFFICE USE ONLY	
Announcement placed in The Chronicle	Date
RELOCATION OF EQUIPMENT REQUEST:	
Date Requested New Room	n 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 SE	RVICES
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 SoldSale Price	Date

PURCHASING & SUPPORT SERVICES USE ONLY Fixed Asset Record Updated Date\_\_\_\_\_



### **Ambria Petite Lights**

SALE/		E MICHIGAN ( L OF COLLEG		Y FORM
LMC Tag #		sting for multiple items t Est. Value	유명은 가슴이 걸었다고 한다고 이야 한다.	
Description of Equipmen				
				_ If yes, attach Form 8282
I request that the above li the following reason(s):	sted piece(s) o	of Lake Michigan Col	lege equipment b	be removed from my area for
No longer	use			
Employee's Name Ka-	Tie Ry	Mes .	Date	5/30/200
Employee's Name <u>Ka-</u> Admin. Supervisor's App	roval_Don	ja Martinda	llDate()	-7-12
				ITIES MANAGEMENT
FACILITIES MA	NAGEMENT	FOFFICE USE ONL	Y	
Ann	ouncement pla	ced in The Chronicle	Date	e
RELOCATION	OF EQUIPME	NT REQUEST:		
Date Requested_		N	w Room Locatio	on
Form sent to Dir.	, Purchasing &	Support Services	Date	2
PURCHASING	& SUPPORT S	SERVICES USE ON	.Y	
Fixed Asset Reco	ord Updated		Date	:

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

-)	Date
	Date
Location	Date
·	Date
	Location



# Ivy Rings

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 \$50.00 Location F (0]

Description of Equipment 87 IVY RIMES (include model number, Ani number, etc., if available)

Donated Item? Yes X 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	Rumes	Date 5/30/2012
Admin. Supervisor's Approval	Thus mester	Date 5/30/2012 allDate 6-7-12

FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT FACILITIES MANAGEMENT OFFICE USE ONLY

Room Location	
Date	
	v Room Location Date Y

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

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 SoldSale	Price	Date

