

**Conference & Event  
Services  
Sale of College Property**

**Prices are negotiable**

**For more information, please contact  
Christine at ext. 8703**

# Kenmore Wine Cellar

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 \$250.00 Location F101

Description of Equipment Kenmore wine cellar 18314242500  
(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 Ruffes Date 5/30/2012

Admin. Supervisor's Approval Joyce Martindale 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 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 \_\_\_\_\_

# 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 \$150.00 Location F101

Description of Equipment Cash Register model:era310  
(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):

got a new updated cash register

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

Admin. Supervisor's Approval Danya Martindale Date 5-30-12

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

FACILITIES MANAGEMENT OFFICE USE ONLY	
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Date Requested _____	New Room Location _____
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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 _____
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 f101

Description of Equipment 2 fish basket for cooking on open fire  
(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 Rygas Date 5/30/2012

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

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

FACILITIES MANAGEMENT OFFICE USE ONLY

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Approval:

V.P., Financial Services (Value \$1,000 - \$49,999) \_\_\_\_\_ Date \_\_\_\_\_

President (Value \$50,000+) \_\_\_\_\_ Date \_\_\_\_\_

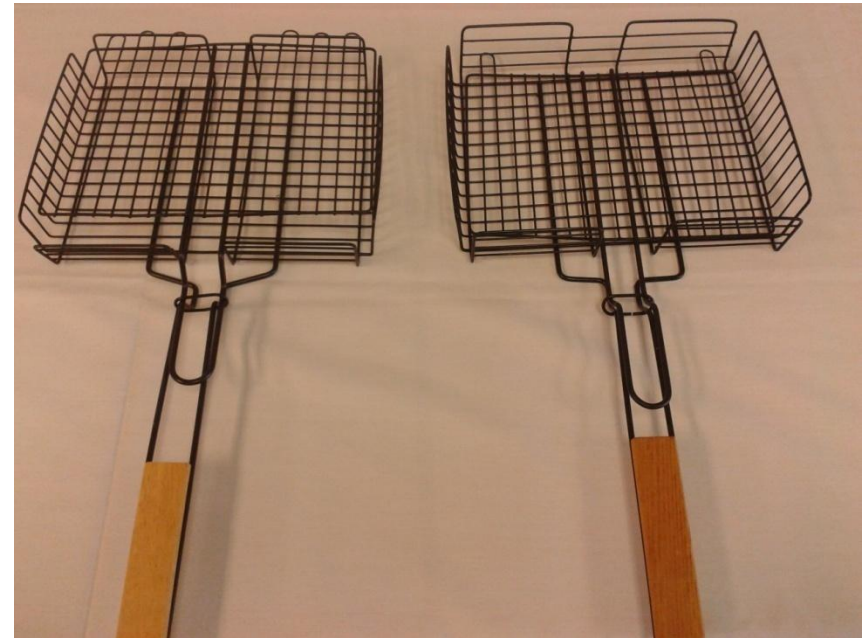
Item Destroyed \_\_\_\_\_ Date \_\_\_\_\_

Item Placed in Storage \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Item Sold \_\_\_\_\_ Sale Price \_\_\_\_\_ Date \_\_\_\_\_

PURCHASING & SUPPORT SERVICES USE ONLY

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



# Champagne Flutes

**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 1/2oz 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 Ruffes Date 5/30/2012  
 Admin. Supervisor's Approval Danya Martindale Date 6-7-12

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

**FACILITIES MANAGEMENT OFFICE USE ONLY**

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President (Value \$50,000+) \_\_\_\_\_ Date \_\_\_\_\_

Item Destroyed \_\_\_\_\_ Date \_\_\_\_\_

Item Placed in Storage \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Item Sold \_\_\_\_\_ Sale Price \_\_\_\_\_ Date \_\_\_\_\_

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Rev. 8/11



# Heinz Condiment Dispensers

**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 \$90.00 Location F101

Description of Equipment 3 Heinz Condiment dispensers, Mayo, Mustard, Ketchup  
(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 Ruffes Date 5/30/2012

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

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

FACILITIES MANAGEMENT OFFICE USE ONLY

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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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# Sunbeam Roaster

**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 130.00 Location E101

Description of Equipment Sunbeam Roaster model 4804  
(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 Rugges Date 5/30/2012

Admin. Supervisor's Approval Joyce Mastalala Date 6-7-12

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

FACILITIES MANAGEMENT OFFICE USE ONLY

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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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Fixed Asset Record Updated 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

LMC Tag # \_\_\_\_\_ Est. Value \$186.00 Location F101

Description of Equipment 62 4ounce Sundae cups  
(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 Rugges Date 5/30/2012

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

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

FACILITIES MANAGEMENT OFFICE USE ONLY

\_\_\_\_\_ Announcement placed in The Chronicle Date \_\_\_\_\_

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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 \_\_\_\_\_





# 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. Value \$28.00 Location F61

Description of Equipment 109 2ounce Sundaes cups  
(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 Rydges Date 5/31/2012

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

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

FACILITIES MANAGEMENT OFFICE USE ONLY

Announcement placed in The Chronicle Date \_\_\_\_\_

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Date Requested \_\_\_\_\_ New Room Location \_\_\_\_\_

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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 \_\_\_\_\_

PURCHASING & SUPPORT SERVICES USE ONLY

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



# Bread 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 \$18000 Location F101

Description of Equipment 265 Bread baskets  
(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 Rupples Date 5/30/2012

Admin. Supervisor's Approval Jenny 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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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 \$ 10.00 Location F601

Description of Equipment Bain Marie POT  
(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 Rymer Date 5/30/2012

Admin. Supervisor's Approval Jerry Martindale 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:

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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 \_\_\_\_\_

# Outdoor Chafer Frames

**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 \$162.00 Location F101

Description of Equipment 81 Outdoor Chafer Frames  
(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 Ruggles Date 5/30/2012

Admin. Supervisor's Approval Jorge Mendizola Date 6-7-12

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

**FACILITIES MANAGEMENT USE ONLY**

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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 \_\_\_\_\_

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



# Square Coffee Saucers

**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 F101

Description of Equipment 36 White Square Coffee Saucers  
(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 Ruggles Date 5/30/2012

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

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

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V.P., Financial Services (Value \$1,000 - \$49,999) \_\_\_\_\_ Date \_\_\_\_\_

President (Value \$50,000+) \_\_\_\_\_ Date \_\_\_\_\_

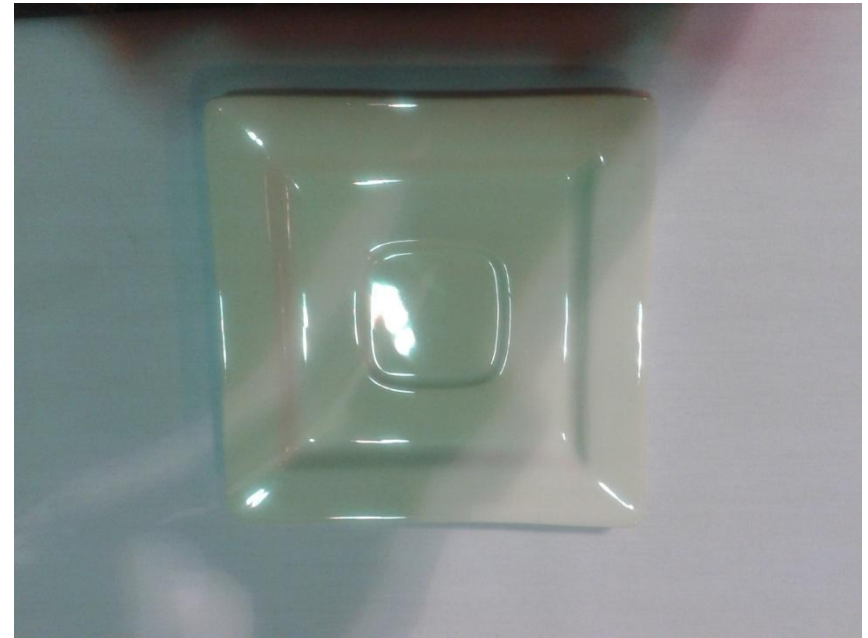
Item Destroyed \_\_\_\_\_ Date \_\_\_\_\_

Item Placed in Storage \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Item Sold \_\_\_\_\_ Sale Price \_\_\_\_\_ Date \_\_\_\_\_

PURCHASING & SUPPORT SERVICES USE ONLY

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



# 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 F101

Description of Equipment 36 Glass Candy Jars  
(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 Rugges Date 5/30/2012

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

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

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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 \_\_\_\_\_



# Cereal Bowls

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 \$ 430.00 Location F101

Description of Equipment 69 China cereal bowls  
(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 Ruggles Date 5/30/2012

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

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

FACILITIES MANAGEMENT OFFICE USE ONLY

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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

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# 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 \$1200.00 Location F101

Description of Equipment 344 assorted votives  
(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 Ruggles Date 5/30/2012

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

**FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT**  
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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  
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# “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 \$8.99 Location F101

Description of Equipment Irish sign  
(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 Rugges Date 5/30/2012

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

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

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\_\_\_\_\_ 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 \_\_\_\_\_



# Badge Maker

**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 nu 2700  
(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 Suzie Martindale 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 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 \_\_\_\_\_

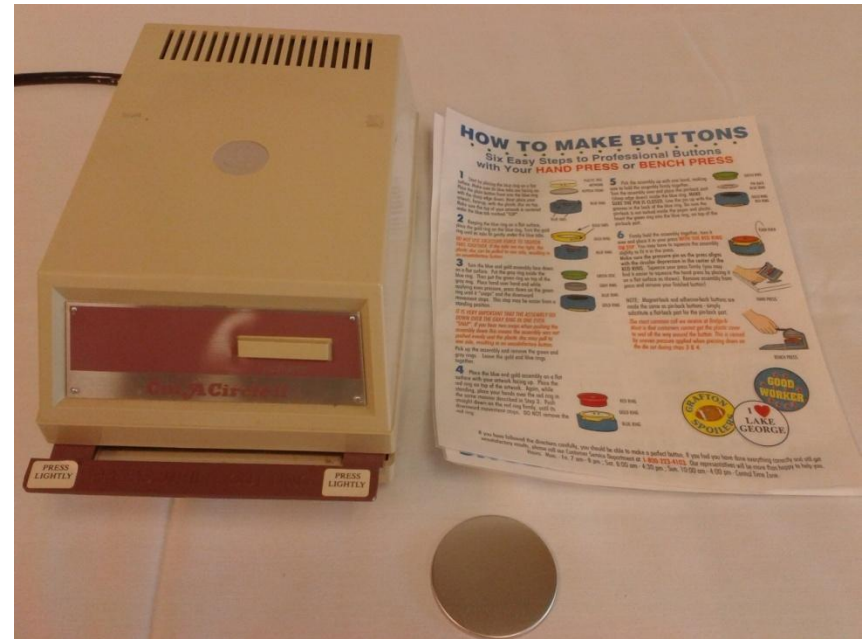
Item Destroyed \_\_\_\_\_ Date \_\_\_\_\_

Item Placed in Storage \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Item Sold \_\_\_\_\_ Sale Price \_\_\_\_\_ Date \_\_\_\_\_

**PURCHASING & SUPPORT SERVICES USE ONLY**

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



# Assorted Vases

**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 1185.00 Location F101

Description of Equipment 37 Assorted Vases  
(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 Ruggles Date 5/30/2012  
 Admin. Supervisor's Approval Angela Martindale Date 6-7-12

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

FACILITIES MANAGEMENT OFFICE USE ONLY

\_\_\_\_\_ Announcement placed in The Chronicle Date \_\_\_\_\_

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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 \_\_\_\_\_

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# Gray Vase

**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, \$ 10.00 Location F101

Description of Equipment gray vase  
(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 Ruggles Date 5/30/2012  
 Admin. Supervisor's Approval Jonya Madubala Date 6-7-12

**FOR POSSIBLE RELOCATION, FORWARD FORM TO, DIR., FACILITIES MANAGEMENT**  
 FACILITIES MANAGEMENT OFFICE USE ONLY  
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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 \_\_\_\_\_  
 -----  
 PURCHASING & SUPPORT SERVICES USE ONLY  
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LMC Tag # \_\_\_\_\_  
 Description of \_\_\_\_\_  
 Donated Item \_\_\_\_\_  
 I request that \_\_\_\_\_  
 the following \_\_\_\_\_  
 \_\_\_\_\_

# Fake Flowers with 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 \$14.00 Location F101

Description of Equipment 7 fake flower with pot  
(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 Gary Martindale Date 6-7-12

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

**FACILITIES MANAGEMENT OFFICE USE ONLY**

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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 \_\_\_\_\_

**PURCHASING & SUPPORT SERVICES USE ONLY**

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



# Ambria Petite Lights

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

LMC Tag # 50 Est. Value \$10.00 Location F601

Description of Equipment 80 Ambria Petite Lights  
(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 Ryffes Date 5/30/2012  
Admin. Supervisor's Approval Danya Martindale Date 6-7-12

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

Announcement placed in The Chronicle Date \_\_\_\_\_

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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 \_\_\_\_\_

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# 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 61

Description of Equipment 87 IVY RINGS  
(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 Ruyes Date 5/30/2012

Admin. Supervisor's Approval Jay Mentele Date 6-7-12

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

<b>FACILITIES MANAGEMENT OFFICE USE ONLY</b>	
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Date Requested _____	New Room Location _____
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Fixed Asset Record Updated	Date _____

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

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

