

# Lewis-Clark State College

## SURPLUS

Disposal # \_\_\_\_\_

REQUIRED IF item has value or will be donated:

Date Posted to: Intranet \_\_\_\_\_ State Agency \_\_\_\_\_

Agency Code: 511

Use this form only for items being removed from Lewis-Clark State College inventory.  
Use the "Internal Transfer Form" for any inventory trades or sales between LCSC Departments.

### Tagged Items

	Disposal Method	Numerical Tag #	Description of Item	Serial or VIN Number	Condition	*Original Value	Current Value	Cash Receipt #
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

### Non-Tagged Items

	Disposal Method	Qty	Description of Item	Serial or VIN Number	Condition	Current Value	Cash Receipt #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Requesting Department:

Department Head:

Department Head Signature:

I have spoken with Physical Plant or Information Technology regarding the value and best disposal method for this inventory.

Purchasing Agent Signature:

Date: \_\_\_\_\_

**INSTRUCTIONS:** ROUTING: 1-Originating Department 2-Purchasing 3-IT or Phys Plant 4-Purchasing 5-COAP

\*Original values are in Colleague: Enter "FXIN" in the search bar. Type the Tag# of the item.

**If the sale of inventory is approved by the Purchasing Agent, please forward a copy of the cash receipt with this form to COAP.**