



# INVENTORY ACTION FORM

## SURPLUS ITEM

Note: Complete this form only if items are to be disposed. These items will not be stored long term.

SWCC Inventory Tag No.: \_\_\_\_\_ Item Serial #: \_\_\_\_\_

Item Description: \_\_\_\_\_ Room# \_\_\_\_\_

Caretaker's Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

### REASON FOR REMOVAL

No longer current technology     Damaged/Broken – not worthy of repair     Other \_\_\_\_\_

REQUESTER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPROVAL SIGNATURES

_____ Supervisor	_____ Date	_____ VP – Academic & Student Services	_____ Date
_____ Dean	_____ Date	_____ VP – Finance & Administrative Services	_____ Date



**IMPORTANT** Acquire all form approvals above. Submit a work order and attach this form, along with a picture of the item, to the order.

### This Section: PHYSICAL PLANT USE ONLY

Moved to Surplus by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please print name*

Disposal Method:     Trash     Scrap Metal     Govdeals.com  
                                  Wytheville Surplus Center     Other \_\_\_\_\_

Disposed of by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please print name*

FORM SENT TO THE VPFA OFFICE ON: \_\_\_\_\_  
Date

### This Section: VP OF FINANCIAL & ADMINISTRATIVE SERVICES OFFICE ONLY

Disposal Form completed and forwarded to VP of Financial & Administrative Services Office  
*Upon receipt of this form, the item status will be marked as "Disposed" in the College's Fixed Asset Inventory Records.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_