

INVENTORY DISPOSAL REQUEST

SWCC Inventory Tag No.:		Item Serial #:			
tem Description: _				Room#	
		Depa	rtment: Phon		
REASON FOR REM					
☐ No longer curre	ent technology	☐ Damaged/Broken –	not worthy of repair		
EQUESTER SIGNA	TURE:		DATE:		
APPROVAL SIGN	IATURES				
Supervisor		Date	VP – Academic & Student Services	Date	
Dean		Date	VP – Finance & Administrative Serv	rices Date	
RTANT			ch@sw.edu. Please include at least 3 photos o	f each item and a d	
This Section: PH	IYSICAL PLAN		ch@sw.edu. Please include at least 3 photos o		
This Section: PF	IYSICAL PLAN	T USE ONLY			
This Section: Ph	HYSICAL PLAN	T USE ONLY			
This Section: Ph	HYSICAL PLAN Dy: Please print no	T USE ONLY	Date:		
This Section: PH Moved to Surplus b Disposal Method:	HYSICAL PLAN Dy: Please print no Trash Wythevill	T USE ONLY	Date: Govdeals.com Other		
This Section: PH Moved to Surplus b Disposal Method: Disposed of by:	Please print no Trash Wythevill	T USE ONLY Time Scrap Metal e Surplus Center	Date: ☐ Govdeals.com ☐ Other Date:		
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This Section: PH Moved to Surplus b Disposal Method: Disposed of by:	HYSICAL PLAN Dy: Please print no Trash Wythevill See print name E VPFA OFFICE P OF FINANCI	T USE ONLY Time Scrap Metal e Surplus Center ON: Date AL & ADMINISTRAT	Date: Govdeals.com Other Date:		
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