

REQUEST FOR SALE, TRANSFER, DONATION, OR RECYCLE OF NON-FEPP, UC OWNED PROPERTY

Inventory tagged items with an original purchase price of \$5,000 or more

CUSTODIAL CODE

ASSET NUMBER

AQC DATE

AQC COST

CURRENT VALUE

CURRENT
CONDITION

REQUIRED APPROVALS

CENTER SUPERINTENDENT OR
ASSET REP

CENTER DIRECTOR

REC SYSTEM DIRECTOR

DESCRIPTION of
EQUIPMENT &
DISPOSAL METHOD

LISTED ITEM WILL BE ☐ SOLD ☐ TRANSFERRED ☐ DONATED ☐ SCRAPPED ☐ RECYCLED

LOCATION/NAME/GROUP

CONTACT NAME

ADDRESS

PHONE

AMOUNT OF SALE

ACCOUNT FOR FUNDS