



Richard Bland College

Richard Bland College Fixed Assets Disposal and Surplus Form

Department: _____ Department Head (Print): _____

Signature: _____

Location of Items:

Building Name _____ Room Number _____ Date _____

Reason of Action: _____

	Item Description	Serial Number	RBC Asset Tag Number	Quantity	New Location
1					
2					
3					
4					
5					
6					
7					

Note: use separate forms for disposal or surplus

ACTION REQUESTED: Check One

☐

Donation

☐

Lost

☐

Surplus

☐

Stolen (Has a Police report been filed)

☐

yes

☐

no

☐

Destroyed

☐

Unusable/Cannibalized

FURTHER DETAIL OR OTHER REASON: _____

FOR PROPERTY CONTROL USE ONLY COMMENTS:

Please submit the completed form to the Finance Office.