



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
 Surplus
 Destroyed

Lost
 Stolen (Has a Police report been filed)
 Unusable/Cannibalized

yes no

FURTHER DETAIL OR OTHER REASON: _____

FOR PROPERTY CONTROL USE ONLY COMMENTS:

Please submit the completed form to the Finance Office.