

RELOCATION OF USABLE OR OBSOLETE EQUIPMENT

Check the appropriate box below. One form per item.

Relocation of Equipment

- Fill out **General Information** and **Relocation of Equipment** sections. Signatures required. Copy signed form and send to Julie Shires at the SSC. Attach one signed copy to the equipment to be relocated.

Obsolete Equipment

- Complete the **General Information** and **Obsolete Equipment** sections. Forward a copy of the signed form to SSC District Office, Attn: Warehouse. Attach one signed copy to the equipment.

Equipment cannot be relocated, picked up nor be delivered to the SSC Warehouse without a completed copy of this form with principal's signature.

GENERAL INFORMATION (Required)				
(This area MUST be completed prior to submitting form to SSC-Support Services Department.)				
Name	Date	Phone Ext.	Site	Room # or Bldg
District Bar Code No. (5 digits)	Serial No.		Type of Equipment	
Department Chair Signature (Release Equipment) *Required		Date		
Principal-Plant Manager-District Director Signature *Required		Date		
RELOCATION OF EQUIPMENT				
Location Moved From		Location Moved to		
Site	Room # or Bldg.	Site	Room # or Bldg.	
Relocation Completed by (print name)		Date		
OBSOLETE EQUIPMENT- for Delivery or pick-up to SSC				
Make and Model				
Description of Equipment _____				
Condition of Equipment (Check one box only): Fair Poor Broken/Needs Repair Under Warranty				
WAREHOUSE USE ONLY				
Date Equipment Picked Up or Delivered		Received By		
Board Action Date	Ewaste	Auction Sale #		