

PROPERTY DISPOSAL FORM

Yavapai College, Facilities Management

Email: facilities@yc.edu Phone: 928-776-2180

Requestor: Please fill out the form and forward to your Budget Manager for approval.
Budget Manager: Please sign your approval and forward to Facilities Management (facilities@yc.edu).
Usable items will be redistributed as needed. Unusable or obsolete items will be disposed of following State of Arizona protocols.
Monies generated from auction sales will be deposited into the YC General Fund.

Requestor:		Date:			
Department:		Budget Manager Approval:			
Qty	Description	Cap Asset #	Location	Condition	Original Purchase Price

Facilities Executive Director Approval:

Presidents Approval: