

YC PROPERTY DISPOSAL FORM

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 facility@yc.edu

Items will not be picked up without Budget Manager approval. 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.

Budget Manager Approval:	Department:	Date:
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Qty	Description	YC Capital Asset Tag #	Location Bldg&Rm#	Condition i.e. Junk, Poor, Good or Excellent	For Facilities Use Only		
					Pickup Date	Auction #	Original Purchase Price

_____ <i>Facilities Director or President Approval</i> <i>Capital Asset Disposal</i>	_____ <i>Date</i>
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