



LeRoy Knights

# Request for Removal Obsolete Equipment and Supplies (Non-Technology) by Reassignment, Auction or Disposal

Date: \_\_\_\_\_ Present location: \_\_\_\_\_ Bldg: \_\_\_\_\_ Room: \_\_\_\_\_  
Requestor (please print): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Items in working condition will be made available to other departments. Items not reassigned will either be auctioned or disposed of.  
**Items should remain in their present location.**

In Working Order  
Asset # Y OR N  
New or Used NOR U

QTY	DESCRIPTION OF ITEM	COMMENTS - CONDITION, AGE, BRAND, S/N etc.	#	Y	O	R	N	N	O	R	U

**REQUESTOR - Complete form & forward to Bldg. Administrator** \_\_\_\_\_ BLDG. ADMIN: Authorize removal, and forward to Brian Foeller  
Building Administrator: \_\_\_\_\_ Date approved: \_\_\_\_\_

**FOR DISTRICT OFFICE ONLY:**

Reassigned to: \_\_\_\_\_ (circle one): reassign auction dispose

Director of Finance: \_\_\_\_\_ Date database updated: \_\_\_\_\_

B & G: \_\_\_\_\_ Date disposal approved: \_\_\_\_\_

\_\_\_\_\_ Auction/Disposal date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_