Los Angeles Community College District
Asset Disposal Approval Form

Date: _____

Campus: _____

Building(s): _____

Room(s): _____

Project (if applicable): _____

Department(s): _____

Lot Reference #:	Description	Suggested Minimum Bid	Asset Listing Attached (Y/N)	Asset Photos Attached (Y/N)

Assets have been screened for reuse and the above listings are determined ready for surplus:

X _____

Name - Department - Title Date

Authorize surplus of assets:

X _____

Chancellor; Sr. Vice. Chancellor; Director of Bus. Services; President; VP of Admin Date

Auctions will not be posted until signatures have been obtained. Authorization signature is MANDATORY.
All auctions will be posted on Public Surplus for 28 days (14 Day Internal / 14 Day Public).
Ratification item must be submitted to the BOT for approval.
Sold assets will be transferred to the highest bidder.
Assets not sold will be prepared for donation, recycle or scrap.
Surplus postings must follow rules and regulations. See LACCD Asset Management Policies and Procedures.