

REQUEST FOR SALE, TRANSFER, DONATION, OR RECYCLE OF NON-FEPP, UC OWNED PROPERTY

Inventory tagged items with a purchase price of \$5,000 or more

CUSTODIAL CODE	_____	CURRENT
ASSET NUMBER	_____	CONDITION
AQC DATE	_____	
AQC COST	_____	
CURRENT VALUE	_____	

REQUIRED APPROVALS

CENTER SUPERINTENDENT OR
ASSET REP

CENTER DIRECTOR

REC SYSTEM DIRECTOR

DESCRIPTION

LISTED ITEM WAS SOLD TRANSFERRED DONATED SCRAPPED RECYCLED

LOCATION/NAME/GROUP

CONTACT NAME

ADDRESS

PHONE

AMOUNT OF SALE

ACCOUNT FOR FUNDS
