

# PIKES PEAK STATE COLLEGE

## Property Disposal/Transfer Request

Property (item) description: \_\_\_\_\_

PPSC Bar Code: \_\_\_\_\_ Serial #: \_\_\_\_\_

Origin of Property (new/used, gift/donation, Perkins funded, grant, etc.) \_\_\_\_\_

Hazardous Material/Content: Does the item(s) contain hazardous material? No  Yes  Explain: \_\_\_\_\_

### Reason for disposal/transfer (please check one):

- item in good condition, but no longer meets division/department needs  
 item in poor condition & not cost effective to repair (explain) \_\_\_\_\_  
 other (please explain) \_\_\_\_\_

### Suggested method of disposal / transfer (please check one)

- transfer to another PPSC department or state agency (list suggested department/agency, if known) \_\_\_\_\_  
 sell through sealed state bid process  
 turn over to State Surplus  
 disposal (trash)  
 no preference; at the discretion of Facilities & Operations

Current location of property/item: \_\_\_\_\_

### Transporting property/item

A Facilities work request will be submitted by division/department to have item(s) picked up.

*NOTE: Submit an ITSS work request for all electronics (computers, projectors, TV/VCRs, etc.)*

*Please coordinate transportation and/or relocation of furniture items through Facilities Office*

Prepared by (please print): \_\_\_\_\_

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

Division/Department: \_\_\_\_\_ Room #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Dean/Director approval: \_\_\_\_\_

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

ITSS approval: \_\_\_\_\_

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

(ITSS signature required for computer equipment, fax machines, typewriters, TV/VCR's, etc.)

Perkins Representative approval: \_\_\_\_\_

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

(Signature required only for Perkins funded items)

Vice President approval: \_\_\_\_\_

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

(VP required if property cost \$1,000 or more and had a useful life of 2 or more years)