



**PROPERTY DISPOSITION FORM**

Alexandria Technical & Community College shall comply fully with all of the conditions of MnSCU Procedure 7.3.13 Surplus Personal Property/Building Disposal and ATCC Policy 5.14.3 Surplus Property/Equipment.

List items to be disposed of:

Description	Quantity	Scrap	Sold: List Amount

*When any inventoried equipment items are disposed of, the inventory tag must be removed and attached to this form, then given to the Business Office for removal from the inventory system. If checks or money orders are received by any employee for items sold, they must be brought immediately to the Business Office for deposit. An invoice will be sent by the Business Office to the purchaser of any state property. If items are traded or donated this form must be completed for removal from the inventory system.*

Signature of person disposing of property: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of person receiving the property: \_\_\_\_\_

Signature of person receiving the property: \_\_\_\_\_ Date: \_\_\_\_\_

Items sold to: \_\_\_\_\_

Invoice to: Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**THIS COMPLETED FORM MUST BE RETURNED TO THE BUSINESS OFFICE.**