

# St. Johns River Community College

## Accountable Property Disposition Request Form



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

### Property Information:

SJRCC Tag Number	Description	Serial Number	Condition Code*

**\*Condition Codes (select one per listed item):**

- (A) Item Obsolete
- (B) Item – Further use not economical to repair
- (C) Item Surplus to Needs

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval for Disposition Request:

\_\_\_\_\_  
Signature of Functional Property Custodian \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Property Custodian \_\_\_\_\_  
Date

**Note:** Please forward the completed form to the Property Officer so a "write-off" approval is requested for further disposition of the listed property item(s).