



**DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
SURPLUS EQUIPMENT FORM**

Requestor's Name		Date	
Requestor's Signature		Department	

ITEM/EQUIPMENT INFORMATION

Type of Item			
Make/Manufacturer		Serial # (take photo)	
Model		Inventory Tag# (take photo)	
Type of Machine		Voltage:	Phase:
Year Built		Condition	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Month/Year Acquired			
Current Location of Equipment			
General Description of Item/Equipment (drive system, size, capacity, color etc.)			
List any Missing or Broken Parts			
Any problems with equipment?			
What other components or parts are included with this item?			
Reason for declaring this equipment surplus			



**DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
SURPLUS EQUIPMENT FORM**

PLEASE CHOOSE A DESTINATION FOR THIS EQUIPMENT

<input type="checkbox"/> TRANSFERRED	From Department			
	To Department			
<input type="checkbox"/> PUBLIC AUCTION	Estimated Value		Starting Auction Price	
	*Must submit at least 3 additional photos electronically (Email Department Head)			
<input type="checkbox"/> DONATED	Donated to		Donated Value \$	
<input type="checkbox"/> SCRAPPED	Scrap Value	\$		
(If Trade-in requested, please see the Business Office. Must comply with MGL Ch. 30b)				

Team Leader Signature	
Administrator Signature	

Date	
Date	

BUSINESS OFFICE USE ONLY

Date Acquired		Recorded Cost/Value	
Removed from GFA by			
Inventory Tag #		Serial #	