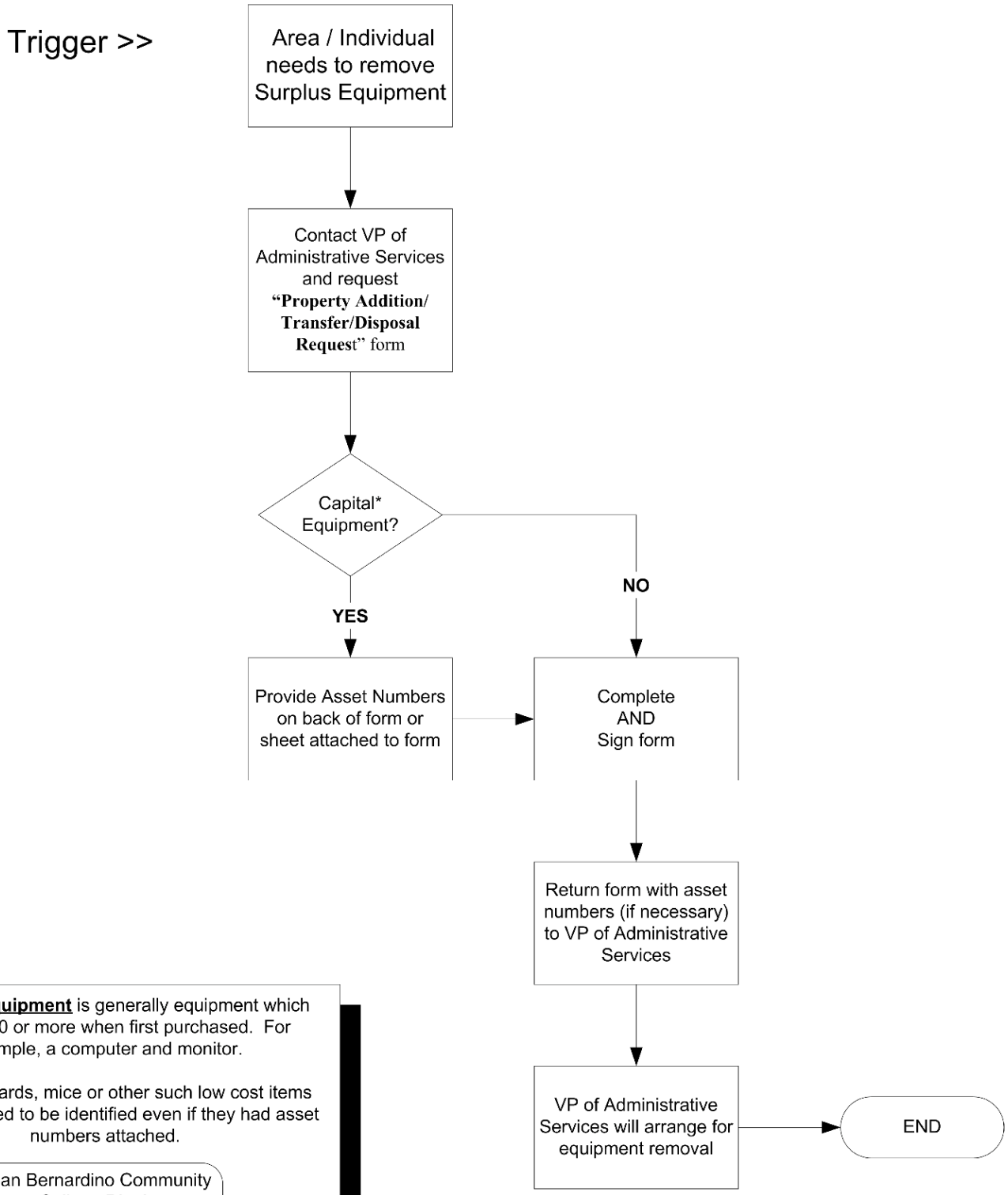
Process for Removing Surplus Equipment (Requestor)



* **Capital Equipment** is generally equipment which cost $1000 or more when first purchased. For example, a computer and monitor.

Note: Keyboards, mice or other such low cost items would not need to be identified even if they had asset numbers attached.

San Bernardino Community College District
123456
3124565
Asset Tag