



PROPOSED AGENDA ITEM

MEETING DATE: August 23, 2018

SUBJECT: Surplus of AUT Lab donated vehicle

SUBMITTED BY: Terri L. Birchard

DESCRIPTION: During the June 25, 2015 JOC session, a donated vehicle was accepted solely for use in the ECTS Automotive Technologies Lab. The instructors would like to remove this vehicle from their lab and have it scrapped once the surplus of it can be approved.

RECOMMENDATION: Motion to approve the surplus of the Mercedes Benz 116 in the Automotive Technologies instructional lab

ECTS Equipment Inventory Control Form

Required Information

Date Acquired: 8-20-18

Acquisition Cost: Donated - JOC June 25, 2015

Equipment PO #: _____

Department: Automotive Technology

Was Equipment Donated? (Circle correct response) ☒ Yes ☐ No

If the equipment was donated, was this approved? ☒ Yes ☐ No Date: 6-25-15

Who donated the Equipment? Robert Schlaudecker

Equipment Description: Mercedes Benz 116

Serial #: 116 120 12 006849

Model #: 116

Vendor/Supplier: _____

Location of Equipment: Auto Tech Parking

Matt Walter 8-20-18
(Name of person filling out form) (Date)

ECTS #: N/A

Asset Class _____

Life _____

Building Code: _____

Floor/Room Code: _____

If moved, new location of equipment: Surplus/Scrap

Is equipment to be Surplus? ☒ Yes ☐ No

ISO Form Number: 2500.07.02

Creation Date: February 1, 2006

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