

3
4 **DISPOSAL OF PROPERTY**
5

6
7 Disposal of assets shall be in accordance with Education Code guidelines. When items are
8 determined to be no longer of use, the department is to complete a Property Change Request
9 form and forward with the asset to the Warehouse for processing. The Warehouse Technician
10 will "Retire" the asset in the Fixed Asset Property database and note the Date Retired as the
11 Board Meeting Date to which the assets will be placed on the agenda. Assets that are delivered
12 to the Warehouse without an accompanying Property Change Request form will be returned to
13 the respective department.
14

15
16
17
18
19
20
21
22
23
24
25
26 Reference:
27 Education Code Section 70902(b)(6); 81450; 81450.5.

28
29 ADOPTED: 8/11/05