CENTRAL TEXAS COLLEGE
PROPERTY DISPOSAL

List the property to be updated on physical inventory. CTC assets **MUST** have the CTC inventory tag number listed. Send copy of completed form to Inventory Management. FAX 254-526-1802.

Description	CTC Tag #	Serial #	Type of update (i.e.: Surplus, Destroy, Cannibalize, Trade In/Replacement)	Reason for update (i.e.: Obsolete, Unserviceable, Surplus, Broken, Stolen, Updating equipment)

Request From

Requested by (please print) _____ Email: _____ Phone #: _____

Campus/Site: _____ Building: _____ Room: _____ Dept: _____

Signatory Approval (Department Manager): _____ Date: _____

Signatory Disposal Authorization (Administrative Officer): _____ Date:_____

Reviewed by Inventory Manager: Signature _____ Date: _____

Approved by Director, Business Services: Signature _____ Date: _____

CTC Form 24 (Rev. 3/07)