ANTELOPE VALLEY COLLEGE

SURPLUS EQUIPMENT REQUEST

Equipment and/or supplies submitted on this form will be deleted from campus inventory and then disposed of in the next surplus auction.

All Surplus Equipment Transfer Request forms Must Be Processed Via Adobe Sign to include the approval signature of the Direct Supervisor, and if applicable the Exec Director of IT and or FS (Facilities Services).
All forms must be cc'd to warehouse@avc.edu to be processed.
Warehouse will contact the Requester to schedule pickup once form is approved.
See the Surplus Equipment Department Policy & Standard Operating Procedure for complete details.

Requested By_____ Phone Ext._____

Department_____ Date_____

Direct Supervisor Approval_____

Exec Director of IT Approval (for IT related items)_____

Exec Director of FS Approval (for furniture items)_____

****Please make sure items are clearly marked "WAREHOUSE" prior to picking up****

Description	AVC# (If Applicable)	Current Location (Building & Rm #)

Updated: 6-16-2026