

CITY OF LOS ANGELES
THIS FORM SHOULD BE TYPED
REQUEST FOR SALE/REUSE
EQUIPMENT TRANSFER ADVICE OF
PERSONAL PROPERTY

Pur. Rec # _____

RFS # _____

Budg. Ref # _____

DATE 6/4/19

Spec. No # _____

RELEASING DEPARTMENT _____

ACCEPTING DEPARTMENT _____

Line No.	Quantity	Decal No.	CAMS* No	Serial No.	Brief Description
1					
	15				Banners-unusable/outdated
	3				Panasonic office phones
	40				Aluminum Chairs
	2				Boxes of various cords-phone,extension,computer,ac adapters,battery charger
	3				Microsoft Computer Mouse
	1 pair				Computer multimedia Speaker
	10				Multiple Office Trays/Tiers- Metal and Plastic
	1				LNKS wireless 2.4 GHZ Broadband Router
	1 pair				Polk audio computer speakers
	1				Samson MIC VHF Wireless System in case
	1				Metal Book ends

*Centralized Asset Management System

Received in Salvage by: _____ Date: _____

Refer questions About This Request to: _____ Telephone: _____ Mail Stop: _____

From: Dept. No: _____ Fund No. _____ To: Dept. No. _____ Fund No. _____

Credit Sale Auction proceeds to Dept No: _____ Fund No: _____ Revenue Resource Miscellaneous Act No: _____

Useable Electronics: Per City of Los Angeles Ordinance #178450, useable items) should be listed in citiMAX for 30 days; after 30 days, attach a copy of the CitiMAX listing & Electronic Waste Salvage Certification For to this Request for Sale Form.

Signed _____ Dept. or Bureau Head _____ Approved _____ Purchasing Agent _____

CHECK APPROPRIATE BOX

To the Purchasing Agent: SALE
 Request is hereby made that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, and no longer required for City use, it be put for SALE, and that such sale be conducted in accordance with prescribed City procedures, is hereby approved, with proceeds/funds thereof to be paid into the City Treasury.

To the Purchasing Agent: REUSE
 Request is hereby made that the above and listed described property belonging to the City of Los Angeles, and under the custody of and no longer needed by this Department, elsewhere be REUSED and inventoried by receiving Department, and that it be REUSE in accordance with the intended original use of property with prescribed procedures, is hereby approved, and respective departments be credited accordingly, with any proceeds/funds thereof to be paid into the City Treasury.

