

# RCSC Chartered Club Acquisition/Disposal Request

This form must be submitted to the Assistant General Manager at the Corporate Office prior to equipment purchases or disposals. Acquisitions or disposals shall not occur until approval is received with the Assistant General Manager's signature on this form.

Name of Club: \_\_\_\_\_ Center: \_\_\_\_\_

**ACQUISITION:** Complete all fields below that apply. Attach manufacturer's equipment specification sheets.

Item Description: \_\_\_\_\_ Model # \_\_\_\_\_

Anticipated Cost including tax (each): \$ \_\_\_\_\_ Quantity \_\_\_\_\_

Voltage: \_\_\_\_\_ Wattage: \_\_\_\_\_ Amperage: \_\_\_\_\_

Fuel Type: \_\_\_\_\_ Overall Size: \_\_\_\_\_

Placement location in club room: \_\_\_\_\_

This item is a replacement for the item shown below.

**Disposal:**

Item Description: \_\_\_\_\_ Model # \_\_\_\_\_

Quantity \_\_\_\_\_

Request: Club desires to dispose of this item in the following manner:

- Sell
- Trade
- Scrap
- Store off RCSC Property
- Item Stolen
- Donate

\_\_\_\_\_  
Club Officer - Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant General Manager

\_\_\_\_\_  
Date