

RCSC Chartered Club Acquisition/Disposal Request

This form must be submitted to the RCSC Club's Office at the Oakmont Center prior to equipment purchases or disposals. Acquisitions or disposals shall not occur until approval is received with the RCSC Club's Supervisor'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

Club Supervisor

Date