

## **Instructions for Completing the Vocational Education Inventory Equipment Removal Form**

### **General Instructions**

- Refer to State Department of Education publication *Management of Vocational Education Equipment* for information regarding equipment management requirements and procedures for the disposal of equipment.
- To meet SDE requirements for removal from the LEA's equipment inventory, the equipment must no longer be needed for the vocational education program/ service for which it was purchased, or it must have become worn out, stolen obsolete, or the like.
  
- Send two (2) copies Career-Vocational Preparation Division  
of Form No. VE-35 Fiscal and Compliance Section  
to: California State Department of Education  
P.O. Box 944272  
Sacramento, CA 94244-2720
  
- Approval is completed when the LEA receives from SDE a copy of the approved request.
- If federal funds are due, the LEA must remit to SDE by check the net amount from the equipment sale proceeds.

### **Special Instructions**

- LEA identification: Use full name of the LEA
  
- LEA certification: Both copies must have an original signature of the LEA's authorized representative.
  
- Equipment description: Use description from inventory
  
- Equipment ID No: Use inventory control number
  
- Funding source: Funding grant source must be identified by federal title (e.g., Title II, Part A) and purpose (e.g., Disadvantaged Students) or nonfederal source (e.g., SIP).
  
- Acquisition date: Use actual date of purchase
  
- Acquisition cost: Use inventory control cost figure.
  
- Trade-in/appraisal value: Use trade-in amount if equipment is traded in for replacement equipment, or use appraisal figure. (Note: It is advisable to submit a copy of a signed appraisal statement.)
  
- Reason for removal: The following are examples of reasons for removal: obsolete; unrepairable; no longer needed by program/service; and the like.

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