California Department of Education (CDE) Form Number VE-35

Career and College Transition Division Revised March 2023

Career Technical Education (CTE) Inventory Equipment Disposal/Removal Form

Instructions:

Enter Local Educational Agency (LEA) information. List equipment that is no longer used in the CTE Programs/Services for which it was purchased in the Equipment Disposal Table to request removal from the LEA equipment inventory. Obtain/Add the signature of the authorized representative. E-mail the completed form to: perkins@cde.ca.gov .
LEA Name:
LEA Address:
Name of Person Completing Form:
Email Address:
Certification: I hereby certify that federal 34 CFR Section 80.32 and <i>Education Code 35168</i> equipment-management regulations have been met and that the equipment listed is no longer used in the CTE programs/services for which it was purchased and request its removal from the LEA equipment inventory.
Name of Authorized Representative:
Title:
Signature of Authorized Representative:

Equipment Disposal Table

Equipment Description	Equipment I.D. #	Funding Source	Acquisition Date	Acquisition Cost	Trade–in Appraisal Value	Reason for Removal

For CDE USE ON	ILY:	
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Approved by: Date: