



*Quilters by the Sea*  
**Non-Consumable Equipment  
 Disposal & Removal from Inventory**



**Date:** \_\_\_\_\_

**Inventory Category Below:**

- President
- VP Programs
- VP Workshops
- Secretary
- Treasurer
- Membership
- Internal Auditor
- Special Events
- Quilt Show
- Newsletter Editor

- Parliamentarian
- Librarian
- IntraGuild
- Community Relations
- SCCQG Representative
- Historian
- Facilities / Equipment
- Hospitality
- Publicity
- Facility Location Liaison

- Web Master
- President's Gift
- Greeter
- Bee Keeper
- Show & Tell
- Guild Basket
- Retreat Coord.
- Opportunity Quilt
- Other: \_\_\_\_\_

**Equipment Description:** \_\_\_\_\_

**Reason for Disposal:**

- Lost
- Replaced
- Deemed Valueless
- Other: \_\_\_\_\_
- Broken / Damaged / Not Repairable
- Broken and/or possibly repairable by outside source
- Outdated

Additional Comments: \_\_\_\_\_

**SIGNATURES / DATES** (Print Names below Signature)

**Value:** \_\_\_\_\_

Your Signature: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Equipment: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_