



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- Outdated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: _____