

FURNITURE/EQUIPMENT DISPOSAL



DATE: _____ SCHOOL NAME _____ ROOM# _____

Description of Property	Quantity	Value	Serial Number	Disposal Code	Comments	Approved (Y/N)

- P = Picked up for auction
- J = Junked, and thrown away
- ST = Stolen (attached police report)
- T = Traded in (list PO # of new equipment in comments)
- S = Sold (on bid)
- L = Lost
- D = Destroyed (list reason in comments)

SIGNATURE _____ TITLE _____

DATE _____

This form must be turned into the Superintendent for approval

Superintendent's Approval: (see above in table)

Superintendent Signature: _____ **Date:** _____

Other Notes: