

DISPOSAL OF SURPLUS, UNSERVICEABLE, OR OBSOLETE BOOKS, EQUIPMENT AND SUPPLIES

INSTRUCTIONAL MATERIAL (Textbooks, workbooks, library books, manuals, support materials, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses: [attach page(s) if needed]

Three horizontal lines for text entry.

Reason(s) for disposal: CHECK
Concepts or content that do not support the current goals of the curriculum
Non-current materials
Worn or unsalvageable

Method of disposal:

If sold, the proposed method of sale is: Direct sale Sealed bid Advertised sale Other

EQUIPMENT (Non-instructional property to include equipment and supplies from the functions of co-curriculum, custodial, food service, clerical, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses: [attach page(s) if needed]

Three horizontal lines for text entry.

Reason(s) for disposal: CHECK
Repair parts no longer available
Worn or unsalvageable
Obsolete and/or no longer in service
Creates a safety or environmental hazard

Method of disposal:

If sold, the proposed method of sale is: Direct sale Sealed bid Advertised sale Other

In no case shall property be disposed of without the explicit approval of the Superintendent or designee.

Requestor: Signature Date

Supervising Administrator: Signature Date

Business Manager: Signature Date