



DISPOSAL OF OBSOLETE EQUIPMENT

INSTRUCTIONS: Textbooks, library books, furniture, equipment and supplies deemed to be no longer useful for District purposes are to be specified in the form below. Please submit it to your supervisor for approval/signature. Once signed, please send it to **the Purchasing Agent**. The Purchasing Agent will submit these items via a resolution to the Board of Education for approval to dispose of the items in accordance with *Policy 6900, Disposal of District Property*.

Name		School		Date	
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Name of Item	Description	Quality	Quantity	Make or Model or ISBN

Name of Supervisor:		SIGNATURE OF SUPERVISOR:	
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Name of Central Office Administrator:		SIGNATURE OF CENTRAL OFFICE ADMINISTRATOR:	
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