

|| SIULSAW SCHOOL DISTRICT 97J

Disposal of Equipment Form

THE COMPLETION AND RETURN OF THIS FORM IS REQUIRED BEFORE THE DISPOSTION OF EQUIPMENT.

The supplies will either be made available to another school or program, sold as surplus or be disposed. For multiple items or additional description please attach a separate list. Complete the appropriate information for each item. Attach or email a photo for any item that will potentially be utilized by another staff member or sold. Please see the Disposal of Supplies/Materials/Equipment Procedures for additional details.

Equipment Description:

Location: _____ Fixed Asset Tag Number: _____

Model Number: _____ Serial Number: _____

Estimated Market Value: _____

Reason for Disposal:

Comments:

Staff Signature

Date

Building Administrator or Department Supervisor Signature

Date

Business Manager Signature

Date

**Return this form to: Cece Howell, Business Manager
Siuslaw School District Office**