To: Mr. Larry Johnson, Associate Superintendent

Date: \_\_\_\_\_

The materials and/or equipment listed below are no longer needed at \_\_\_\_\_\_\_. Please approve this request to dispose of them for use at another school in our system or for sale at the next sealed bid (or auction) sale of surplus property. All items that are included on the fixed asset inventory list will be cleared. Properly completed fixed asset forms will be available when the items are picked up for delivery to the surplus warehouse.

Quantity	Description	Identification Number (Serial#, Fixed Asset#, etc.)	Reason item is Declared Surplus Property

Signature

Approved: \_\_\_\_\_