

MINIDOKA COUNTY SCHOOL DISTRICT #331

Disposal Form

Fiscal Year: 2025-2026

REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

SCHOOL DSC Rm 219 DEPARTMENT _____

CHECK ONE: TRADE-IN _____ SALE _____ LOSS ☒ TRANSFER _____ OTHER _____

FROM: _____ TO: _____

Tag No.	Description (Include Model Number)	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-in Amount
	Broken Cabinet				0

REASON FOR DISPOSITION: Broken - Trash

SIGNATURE [Signature] DATE 7-23-26
Department Head/Principal

SIGNATURE _____ DATE _____
Board Authorized Agent

Deleted from GFA listing by: _____ DATE _____

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REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

SCHOOL East Minico DEPARTMENT _____

CHECK ONE: TRADE-IN _____ SALE _____ LOSS _____ TRANSFER ☒ OTHER _____

FROM: East Minico TO: Storage

Tag No.	Description (Include Model Number)	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-in Amount
1	Office Desk				

REASON FOR DISPOSITION: Principal didn't want.

SIGNATURE  DATE 7/23/26
Department Head/Principal

SIGNATURE _____ DATE _____
Board Authorized Agent

Deleted from GFA listing by: _____ DATE _____

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SCHOOL Heyburn Elementary DEPARTMENT Library
 CHECK ONE: TRADE-IN ☐ SALE ☐ LOSS ☐ TRANSFER ☒ OTHER ☐
 FROM: Heyburn Library TO: District Storage

Tag No.	Description (Include Model Number)	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-In Amount
	Tables (7)	—	2009		
	Chairs (31)	—	2009		

REASON FOR DISPOSITION: _____

SIGNATURE  DATE 8-3-26
Department Head/Principal
 SIGNATURE _____ DATE _____
Board Authorized Agent

Deleted from GFA listing by: _____ DATE _____