

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Tom Dufresne</i>		Building: <i>Russell</i>		Location of Items: <i>Russell Library</i>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Selling: Competitive Bid Process	
						Donation: List Organization	
						Other: List Means and/or Place	
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)	
<i>1 big Round table</i>							
<i>1 old book case</i>							
<i>3 old computer station</i>							
Total Items and Cost of Disposal:							
Required Signatures (if applicable) <i>Tom Dufresne</i>		<i>maint. Supervisor</i>		<i>2-25-16</i>			
Principal:	Date Approved:						
Technology:	Date Approved:						
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Approved:		Approved By: <i>[Signature]</i>				
*If denied, recommended action:	Date:		<i>2/26/16</i>				
To Operations for Equipment Removal	Date:						
To District Office to Remove from Inventory	Date:						

Please forward white and yellow copies to District Office for Board Approval. Pink copy for your file.