

**BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**  
**Equipment Inventory System**  
**Authorization for Disposal of Equipment**

Instructions for Building/Department Requesting Authorization:  
 Prior to making edits, please rename this form "Disposal of Equipment Request Your Name Date", then complete form in full.  
 Send signed form to Operations Coordinator for approval.  
 Retain a copy of the final reviewed form in Building/Department files.

Requesting Building and Department	Curriculum Dept./TLC
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**ASSET(S) TO BE DISPOSED:**

No.	SYSTEM	TAG NUMBER	ASSET DESCRIPTION	CONDITION	INTENDED
1	978-0-325	numerous series #s	LLI Intervention Fountas & Pinnell readers	Fully depreciated	Recycle
2				Make selection	Make selection
3				Make selection	Make selection
4				Make selection	Make selection
5				Make selection	Make selection
6				Make selection	Make selection

*\*Electronic Waste: Please make sure e-waste is disposed of responsibly and not thrown away in general waste. E-waste recycling is*

**Explain reason(s) for disposal (i.e. "Items quoted by XXX and found to have no sale value"):**

These items were found to have no value by a textbook buyer.

If an asset being disposed of is technology equipment, you must contact IT prior to submitting this form. If applicable, please indicated

IT Contacted?	Suggested	IT Person Reached	If other, please specify:
Not Applicable	Make selection	Other	

By signing below, I am agreeing to adherence to the policies named in Board Policy items AG7310 and AG7455, which are provided



Principal/Supervisor Signature

2-29-2026

Date

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**OPERATIONS USE ONLY:**

No.	Approved/	Disposal Method	Operations Coordinator Signature & Date
1	Approved	Recycle	 2/23/2026
2	Pending Review	Make selection	
3	Pending Review	Make selection	
4	Pending Review	Make selection	
5	Pending Review	Make selection	
6	Pending Review	Make selection	

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**7310 - DISPOSAL OF NON FIXED-ASSET PROPERTY**

The Brecksville-Broadview Heights Board of Education may authorize by resolution the Superintendent and Treasurer to advertise and sell Board-owned fixed assets that are no longer of use by the School District and have an aggregate value of \$10,000 or more as prescribed by Ohio law. All sales of real