Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

Name of Individual Requesting Disposition: Tami Booth Building: D.O. Location of Items: Parking Lot

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							Disposal: Please Indicate Method
						Total Cost	Selling: Competitive Bid Process
	District	Date	Purchase	Replacement		of Disposition	Donation: List Organization
Description of Property including Brand & Serial #	Tag #	Acquired	Price	Price	Qty	(5) x (6)	Other: List Means and/or Place
1995 Ford Econoline	#87	5/5/1995			1		Auction
Total Items and Cost of Disposal:							

Required Signatures (if applicable)

Principal: Date Approved:

Technology: Date Approved:

Request Approved? Yes_____ No_____ Date Approved: Approved By: 12/5/17

*If denied, recommended action:

To Operations for Equipment Removal Date:

To District Office to Remove from Inventory Date:

K Gray Supt 1/2/18

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