

REC'D SEP 28 REC'D

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Tom DuFresne</i>		Building: <i>Prescott</i>		Location of Items:			
(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>Removal of chairs</i>					<i>20</i>		<i>Prescott Gym</i>
Total Items and Cost of Disposal:							
Required Signatures (if applicable)		<i>[Signature]</i>					
Principal:		Date Approved:					
Technology:		Date Approved:					
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved: <i>7/29/15</i>		Approved By: <i>[Signature]</i>			
*If denied, recommended action:							
To Operations for Equipment Removal		Date:					
To District Office to Remove from Inventory		Date:					