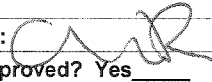


REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:		Building:			Location of Items:		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Total Cost	Selling: Competitive Bid Process
		District	Date	Purchase	Replacement	of Disposition	Donation: List Organization
Description of Property including Brand & Serial #		Tag #	Acquired	Price	Price	Qty (5) x (6)	Other: List Means and/or Place
see attached list - out of date or broken technology that is no longer useful to the district and cannot be repurposed by the school district							Donate to Goodwill - they will wipe and repurpose or recycle
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal:			Date Approved:				
Technology: 			Date Approved:				
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			Date Approved:		Approved By:		
*If denied, recommended action:							
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.

Equipment	Asset Tag	School
Mac Mini	A009462	PR
Mac Mini	A009710	PR
MacBook	A009390	PR
MacBook	A009385	SA
MacBook	A009392	PR
Mitsubishi Projector	A008985	TK
Monitor	A008375	TK
Monitor	A008593	TK
Netbook	A010706	PR
Netbook	A010539	PR
Netbook	A010722	PR
Netbook	A010728	PR
Netbook	A010735	PR
Netbook	A010709	PR
Netbook	A010731	PR
Netbook	A010711	PR
Netbook	A010707	PR
Netbook	A010721	PR
Netbook	A010708	PR
Netbook	A010730	PR
Netbook	A010714	PR
Netbook	A010712	PR
Netbook	A010733	PR
Netbook	A010723	PR
Netbook	A010719	PR
Netbook	A010604	PR
Optiplex 320	A010266	RU
Optiplex 320	A008170	RU
Optiplex 320	A010259	RU
Optiplex 320	A009421	RU
Optiplex 330	A009665	HS
Optiplex 330	A007906	HS
Optiplex 330	A009667	PR
Optiplex 330	A007904	SA
Optiplex 330	A007893	HS
Optiplex 330	A009666	HS
Optiplex 330	A007908	HS
Optiplex 330	A009739	PR
Optiplex 330	A008897	HS
Optiplex GX270	A007814	HS

Equipment	Asset Tag	School
Optiplex GX520	A011005	HS
Optiplex GX520	A009996	HS
Optiplex GX520	A011003	HS
Optiplex GX620	A007972	RU
Printer	A009662	HS

Optiplex GX 520 A009996 HS