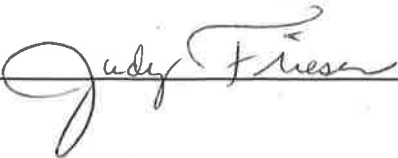



**District 97 Buildings & Grounds Department**  
**Disposal Request**

**Procedures:**

- The school will submit the Disposal Request and Disposal List to the Senior Director of Buildings & Grounds
- The Senior Director of Buildings & Grounds will review the request form and disposal list.
- The Buildings & Grounds Department will submit a memorandum to the Board of Education for approval. The approval process will require two Board meetings.
- The school is responsible for packing up materials being disposed of following Board of Education approval.
- Equipment must be labeled and grouped appropriately by disposal or donation.

School	Name	Email	Position	Date
Irving	Wesley McKinney Judy Friesen	wmckinney@op97.org	General Music Dept Chair	2-27-23
Make a copy of the <u>Disposal List</u> and link the completed list in this section of the request form.				
How was equipment previously utilized at the school?		Was used for concerts and accompanying students		
Why is equipment no longer being used?		We have newer digital keyboards so we don't need the upright piano anymore.		
Did the district or school purchase the equipment? If so, what funding was used?		Not sure.		
Was the equipment donated at no cost to the district or school? Please explain.		Not sure.		
Did you reach out to any organizations to donate the equipment to? Will the organization be accepting the donation? Please list the organizations.		We reached out to Ping and they did not have any use for it. We regularly get requests for donated uprights and have no use for them.		
Board of Education Meeting Date #1 Completed by B&G		Board of Education Meeting Date #2 Completed by B&G		
Signature of Person Submitting Request		Principal Signature		Date
				3/17/23