


Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <u>Sam Maranto</u>		Building: <u>Prescott</u>		Location of Items: <u>School Gym-</u>			
(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)	
Teacher Desks "No Tags"	Numerous		styles and		13		
chairs					152		
Tables					19		
Lg. Steaker system on cart					1		
Student desk					3		
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <u>Salvatore Maranto</u>		Date Approved: <u>03/07/16</u>					
Technology:		Date Approved:		Approved By: 			
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:		4/18/16			
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date:			

TD

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