



**PROSPECT HEIGHTS SCHOOL DISTRICT 23
REQUEST FOR APPROVAL
TO DISPOSE OF SURPLUS EQUIPMENT**

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and Operations. Please complete this form in its entirety and forward to the Business Office. Do not dispose of the equipment until the request is approved and a copy is returned to the requestor.

A. Description of Equipment

Description of Equipment:	Tables & Chairs from the MacArthur Middle School Library (8 - 6'x3' tables, 6 - 3'x3' tables and 61 chairs)
Asset Tag Number(s):	N/A
Reason for Disposal:	Items no longer needed - Library furniture being replaced.

B. Proposed Method of Disposal

<input type="checkbox"/> In-District Transfer to:	
<input checked="" type="checkbox"/> Donation to:	Chicago Archdiocese Schools (Children of Peace Catholic School, Saint Benedict Academy & St. John de la Salle Catholic Academy)
<input type="checkbox"/> Use for Parts Described as:	
<input type="checkbox"/> Junk:	
<input type="checkbox"/> Sell or Trade:	
Business Office Only:	
Trade In or Sale Information:	
If Sold, Provide Dollar Amount:	\$
Account Number for Deposit:	

C. Approval

Requested by:

Michael Ziaja, Director of Operations

Administrator Approval:

Date: 10-29-2021

Business Office Approval:

Date: 10-29-2021



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A. Description of Equipment

Description of Equipment:	Misc. chairs, file and storage cabinets and tables held in District warehouse and various school buildings
Asset Tag Number(s):	N/A
Reason for Disposal:	Items no longer needed - Broken furniture previously held for parts

B. Proposed Method of Disposal

<input type="checkbox"/> In-District Transfer to:	
<input type="checkbox"/> Donation to:	
<input type="checkbox"/> Use for Parts Described as:	
<input checked="" type="checkbox"/> Junk:	To be disposed of November, 2021
<input type="checkbox"/> Sell or Trade:	
Business Office Only:	
Trade In or Sale Information:	
If Sold, Provide Dollar Amount:	\$
Account Number for Deposit:	

C. Approval

Requested by: Michael Ziaja, Director of Operations

Administrator Approval:  Date: 10-28-2021

Business Office Approval:  Date: 10-28-2021

SUBMIT TO THE BUSINESS OFFICE FOR APPROVAL PRIOR TO DISPOSAL!