

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Tom DuFresne</i>		Building: <i>DC</i>		Location of Items: <i>Staples warehouse</i>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Total Cost	Disposal: Please Indicate Method
						of Disposition	Selling: Competitive Bid Process
Description of Property Including Brand & Serial #		District	Date	Purchase	Replacement		Donation: List Organization
		Tag #	Acquired	Price	Price	Qty	Other: List Means and/or Place
1 Round old wooden table						1	
Surge scrubber swing arm ^{Broken}						1	
Desk old 3 broken drawers split						1	
Rolling Carts Plastic						3	
old Russell Racket School Sign		Not sure if I need to surplus this?				1	
4 old H.S door we just phased in						4	Location H.S shell-out
old H.S doors finally got all parts need						2	District warehouse
Basketball backboards (Removed Hoop & bracket) board is bent						2	District warehouse
Total Items and Cost of Disposal:							
Required Signatures (if applicable) <i>Tom DuFresne</i>							
Principal:				Date Approved:			
Technology:				Date Approved:			
Request Approved? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Date Approved:		Approved By: <i>[Signature]</i> 2/21/17	
*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.