


Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: Becky Nino		Building: District Office			Location of Items: Bus Lot		
(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)	
1980 GMC VAN VIN: TGM36A4516721	H-5				1		Selling: Competitive Bid Process
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal:		Date Approved:					
Technology:		Date Approved:					
Request Approved? Yes _____ No _____		Date Approved:		Approved By:  3/1/16			
*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.