

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Tom Dufresne</i>		Building: <i>Shaver</i>		Location of Items: <i>East Hall</i>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost	Disposal: Please Indicate Method
						of Disposition (5) x (6)	Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
<i>TABLES 6'</i>					<i>12</i>		
<i>Size 4 chairs wood</i>					<i>14</i>		
<i>Size 3 chairs plastic</i>					<i>15</i>		
<i>Student desk</i>					<i>8</i>		
<i>Wood file cabinet</i>					<i>2</i>		
<i>Round table</i>					<i>2</i>		
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 type="checkbox"/>		Date Approved:		Approved By: <i>[Signature]</i> <i>8/4/16</i>			
*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.