



Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approved by the Business Manager. 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:	Monitors, Projectors, Laptops, iPads, Computers, Switch Boards, Batteries, Flat Panel Monitor, Printer, Fax Machine, Whiteboard Pen, Computer Tower, Camera
Asset tag number(s):	See attached
Reason for disposal:	Device no longer work, devices have been upgraded, devices are damaged beyond repair

B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	

<input type="checkbox"/> Use for parts described as:	
<input type="checkbox"/> Junk:	VT Services, Inc
<input type="checkbox"/> Sell or trade in:	VT Services, Inc
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	

C. Approval

Requested by: Maria Stavropoulos at Administration Building

Building Administrator Approval: _____ Date: _____

Business Office Approval: _____ Date: _____

Submit to the Business Office