

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: Freeland		Building: M.S. Tech Dept		Location of Items: varies			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
						Disposal: Please Indicate Method	
						Selling: Competitive Bid Process	
						Donation: List Organization	
Description of Property including Brand & Serial #		District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)
		Other: List Means and/or Place					
HP Tablet	A017960 :DO	Optiplex GX620	A007974	PR			
iMac	A008155 :PR	Optiplex GX620	A007980	RU			
Monitor	A008956 :SA	Optiplex GX620	A011342	RU			
Monitor	A008374 :HS	Optiplex GX620	A007977	PR			
Optiplex 320	A009459 :DO	Printer	A007340	HS			
Optiplex 320	A008173 :TK	Thinkpad	A009782	MS			
Optiplex 320	A009460 :DO	Thinkpad	A009789	MS			
Optiplex 320	A007717 :SH	Thinkpad	A011081	MS			
Optiplex 330	A007826 :MS	Thinkpad	A009782	MS			
Optiplex 330	A007923 :SA	Thinkpad	A009770	MS			
Optiplex 330	A007895 :SA	Thinkpad	A009773	MS			
Optiplex 330	A009547 :SH	Thinkpad	A009769	MS			
Optiplex 330	A009546 :PR	Thinkpad	A009772	MS			
Optiplex 330	A009552 :HS	Thinkpad	A009767	MS			
Optiplex 330	A009528 :PR	Thinkpad	A009779	MS			
Optiplex 330	A009544 :RU	Thinkpad	A009765	MS			
Optiplex 330	A010357 :DO	Thinkpad	A009784	MS			
Optiplex 360	A007946 :RU	Thinkpad	A009852	MS			
Optiplex 360	A007890 :SA	Thinkpad	A010633	HS			
Optiplex GX520	A009998 :HS	Thinkpad	A009659	MS			
Optiplex GX620	A007983 :RU	Thinkpad	A009623	MS			
		UPS	A007138	HS			
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal:				Date Approved:			
Technology: Christine Blouke				Date Approved: 2.25.16			
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>				Date Approved:		Approved By:	
*If denied, recommended action:							
To Operations for Equipment Removal				Date:			
To District Office to Remove from Inventory				Date:			

DONATE to Goodwill, they will wipe and repurpose or recycle. These are out of date or broken technology that are no longer useful to the district and cannot be repurposed by the school district.