



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:	Apple Products: MacBook Pro
Asset tag number(s):	C02QQG4KG8WN - Don C02PVCYVG8WN - Michael C02PWBEFG8WN - Yianni
Reason for disposal:	Units are being phased out for new devices as part of the device cycle replacement schedule.

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:	
<input type="checkbox"/> Sell or trade in:	Micheal DeBartolo Don Angelaccio Yianni Bertsos
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	\$325.00 per unit

C. Approval

Requested by: Maria Stavropoulos at Administration Building

Building Administrator Approval: Date:

Business Office Approval: Date:

Submit to the Business Office