

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Sam Maranto</i>		Building: <i>Prescott</i>		Location of Items: <i>Stage / gym</i>			
(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)	
<i>Rolling Chair</i>					<i>1</i>		
<i>4 drawer file cabinet (broken)</i>					<i>1</i>		
<i>4 drawer file cab.</i>					<i>5</i>		
<i>Large wood bookshelf</i>					<i>1</i>		
<i>Play stage ? Ass.</i>					<i>3</i>		
<i>table 6ft</i>					<i>10</i>		
<i>Kidney table</i>					<i>4</i>		
<i>4 drawer file cabinet</i>					<i>3</i>		
Total Items and Cost of Disposal:					<i>27</i>		
Required Signatures (if applicable) <i>Sam Maranto</i>							
Principal:		Date Approved:					
Technology:		Date Approved:					
Request Approved? Yes ___ No ___		Date Approved:		Approved By: <i>[Signature]</i> <i>8/17/16</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.