

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition:			Building:			Location of Items:	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #						Total Cost of Disposition	Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	(5) x (6)	
see attached list - out of date or broken technology that is no longer useful to the district and cannot be repurposed by the school district							Donate to Goodwill - they will wipe and repurpose or recycle
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: N/A			Date Approved: N/A				
Technology: <i>Christine Blouke</i>			Date Approved: 9/20/16				
School Board Approved Disposal Request? Yes ___ No ___ Date: _____							
*If denied, recommended action:							
To Technology Department for Equipment Removal				Date: _____			
To Technology Department to Remove from Inventory				Date: _____			

Please forward white and yellow copies to District Office for Board Approval. Pink copy for your file.

Equipment	Asset Tag	School
Document Camera	A009796	SH
iBook G4	A009123	PR
iBook G4	A009125	PR
iBook G4	A009127	PR
iBook G4	A010199	PR
iBook G4	A010224	PR
iBook G4	A010226	PR
iBook G4	A010227	PR
iMac	A009395	TK
iMac	A009537	SA
iMac	A009538	SA
iMac	A009541	SA
iMac	A011604	SA
iPad 1	A011436	RU
iPad 1	A011443	RU
iPad Mini	A015014	TK
iPad Mini	A016736	TK
iPad Mini	A016810	TK
iPod Touch	A009912	PR
iPod Touch	A009913	PR
iPod Touch	A009918	PR
iPod Touch	A009920	PR
iPod Touch	A009921	PR
iPod Touch	A009953	PR
iPod Touch	A009954	PR
iPod Touch	A010302	PR
iPod Touch	A010304	PR
iPod Touch	A010305	PR
iPod Touch	A011053	PR
iPod Touch	A011062	PR
iPod Touch	A011064	PR
iPod Touch	A011304	RU
iPod Touch	A011306	RU
iPod Touch	A011307	RU
iPod Touch	A011309	RU
iPod Touch	A011317	RU
iPod Touch	A011319	RU
Laptop Cart	A009605	HS
Laptop Cart	A010370	HS
Mac Mini	A009709	PR
MacBook	A009389	PR
MacBook	A009394	PR
MacBook	A009843	PR
MacBook	A009844	PR
MacBook	A009845	PR
MacBook	A009846	PR
Media Cart	A007269	HS
Monitor	A008294	PR
Monitor	A008448	PR

Netbook	A009870	TK
Netbook	A010631	HS
Netbook	A010715	TK
Netbook	A010717	TK
Optiplex 210L	A009683	HS
Optiplex 210L	A009688	HS
Optiplex 210L	A009692	HS
Optiplex 210L	A009694	HS
Optiplex 360	A007943	HS
Optiplex 360	A007950	MS
Optiplex 360	A009874	HS
Optiplex GX150	A008858	TK
Optiplex GX520	A009995	HS
Switch	A003036	RU
Switch	A009380	SA
Thinkpad	A007926	HS
Thinkpad	A010632	SA
iPad 1	A011024	RU
iPad 1	A011445	RU
iPad 1	A011442	RU