



Prospect Heights School District 23

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:	SEE ATTACHED
Asset tag number(s):	
Reason for disposal:	DAMAGED, NON-OPERATIONAL, NOT USABLE, SCRAP MATERIALS

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 checked="" type="checkbox"/> Junk:	equipment to be disposed of SEE ATTACHED
<input type="checkbox"/> Sell or trade in:	
Business Office Only	
Trade in or sale information:	
If sold, dollar amount: \$1.00	\$ Account Number:

C. Approval

Requested by:

BSM

Building Administrator Approval:

Date:

10/23/19

Business Office Approval:

Date:

11-21-19

Submit to the Business Office



Brian Rominski <brominski@d23.org>

Disposal Items District office basement Student Desks x 40 Student Chairs x 40 Leftover Ceiling tile trim 5 entrance mats Octagonal wood table tops x 4 Trapezoid table tops x 2 Rectangle table top 6' Circle table tops x6 Prometheus board and accessories Old board room table Misc table legs Misc plastic laminate pieces Misc fiberboard shelving pieces Misc scrap wood 8' white laminate table tops x 4 Loose roof shingles Wall mounted fan Under desk lights Hvac filters for equipment no longer in district Computer tables x 6 6' white board Misc component of metal office desk Light fixture diffusers of lighting no longer in district Vinyl wall base - colors no longer in district Attic stock of ceramic wall tile Misc metal shelving Black fabric chairs Plastic laminate 5 drawer shelves Wood magazine rack Wood laminate reading nooks Old pictures form board room Mac custodial office Table saw Wood shelving unit 6x6 flier runner Thermos gas grill Exterior garbage can Wood chair x 4 Studen

1 message

Brian Rominski <brominski@d23.org>
To: brominski@d23.org

Fri, Oct 25, 2019 at 2:01 PM

Disposal Items

District office basement

Student Desks
Student Chairs
Leftover Ceiling tile trim
5 entrance mats
Octagonal wood table tops x 4
Trapezoid table tops x 2
Rectangle table top 6'
Circle table tops x6
Prometheus board and accessories
Old board room table
Misc table legs
Misc plastic laminate pieces
Misc fiberboard shelving pieces
Misc scrap wood
8' white laminate table tops x 4
Loose roof shingles
Wall mounted fan
Under desk lights
Hvac filters for equipment no longer in district
Computer tables x 6
6' white board
Misc component of metal office desk
Light fixture diffusers of lighting no longer in district
Vinyl wall base - colors no longer in district
Attic stock of ceramic wall tile
Misc metal shelving
Black fabric chairs
Plastic laminate 5 drawer shelves
Wood magazine rack
Wood laminate reading nooks
Old pictures form board room

Mac custodial office
Table saw
Wood shelving unit
6x6 flier runner
Thermos gas grill

*> Broken - per conversation
only with B.R.*

Exterior garbage can
Wood chair x 4
Student combo desk x 30
Floor runner x 2
Toilet
Wall mounted fan

Mac warehouse
Chinese gong
Vertical music bells
Wood chairs x 5
Crescir warming oven
9 light fixture bodies
8' push boards x 6
Misc wood shelves
Misc metal shelves
Computer table
Wall mount fans x 2
2 red stools
Plastic chairs x 4
Plastic custodial mop handles