



Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approval by the Assistant Superintendent for Finance and operations. 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:	Propane powered burnish machine
Asset tag number(s):	
Reason for disposal:	No longer needed
	Carbon monoxide risk when used

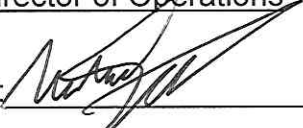
B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	Seeway Supply
<input type="checkbox"/> Use for parts described as:	

<input type="checkbox"/> Junk:	
<input type="checkbox"/> Sell or trade in:	
Business Office Only	
Trade in or sale information:	
If sold, dollar amount:	\$ Account Number:

C. Approval

Requested by: Michael Ziaja, Director of Operations

Building Administrator Approval:  Date: 4/19/22

Business Office Approval:  Date: 4-19-22

Submit to the Business Office