

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
Name of Individual Requesting Disposition: <i>Tom Dufresne</i>		Building: <i>High School</i>		Location of Items: <i>Pool</i>			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
							Disposal: Please Indicate Method
						Total Cost	Selling: Competitive Bid Process
	District	Date	Purchase	Replacement		of Disposition	Donation: List Organization
Description of Property Including Brand & Serial #	Tag #	Acquired	Price	Price	Qty	(5) x (6)	Other: List Means and/or Place
<i>Pool Scoreboard (old)</i>					<i>1</i>		
<b>Total Items and Cost of Disposal:</b>							
Required Signatures (if applicable)							
Principal: <i>[Signature]</i>		Date Approved: <i>9.13.17</i>					
Technology:		Date Approved:					
Request Approved? Yes ___ No ___		Date Approved:		Approved By: <i>[Signature]</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.