





Parkrose School District #3

**REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS**

Name of Individual Requesting Disposition: Diana Larson		Building: Russell		Location of Items: Room 2			
(1) Description of Property including Brand & Serial #	(2) District Tag #	(3) Date Acquired	(4) Purchase Price	(5) Replacement Price	(6) Qty	(7) Total Cost of Disposition (5) x (6)	(8) Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
Dell tower	A008816	2004?			1		
Gateway Monitor	7003822	2004?			1		
<b>Total Items and Cost of Disposal:</b>						2	

  

Required Signatures (if applicable)  
 Principal: *Diana Larson*  
 Technology: \_\_\_\_\_  
 Request Approved? Yes \_\_\_\_\_ No \_\_\_\_\_  
 \*If denied, recommended action:  
 To Operations for Equipment Removal  
 To District Office to Remove from Inventory

Date Approved: 7/2/09  
 Date Approved: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

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

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS

Name of Individual Requesting Disposition: <u>Jon Sanders</u> Building: <u>Russell</u> Location of Items: <u>Stage</u>							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Description of Property including Brand & Serial #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)	Disposal: Please Indicate Method
							Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
<u>Old Student Desks</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>108</u>		<u>Recycle</u>
Total Items and Cost of Disposal:							
Required Signatures (if applicable)							
Principal: <u>Dawn Ebert</u>				Date Approved: <u>7/2/09</u>			
Technology:							
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>				Approved By:			
*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.

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS											
Name of Individual Requesting Disposition:	Building:	Location of Items:	(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	
				Computer Monitor: Spectron							
				Modem: Hayes Precision	A0000654						
				Keyboard: Dell							
<b>Total Items and Cost of Disposal:</b>											
<b>Required Signatures (if applicable)</b>											
Principal: <u>Debra A. Doert</u>			Date Approved: <u>7/2/09</u>								
Technology:											
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>			Date Approved:			Date Approved:		Date Approved:		Approved By:	
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.





Parkrose School District #3

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 #	District Tag #	Date Acquired	Purchase Price	Replacement Price	Qty	Total Cost of Disposition (5) x (6)	Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
Sue Landreth Russell							
Dell Computer A008878	DE 3841						
Dell Computer							
Monitor No PE 1111							
Monitor 262032100388	NA						
Keyboard CN-021658	NA						
Keyboard 020110485	NA						
Mouse	NA						
Mouse	NA						
<b>Total Items and Cost of Disposal:</b>							
<b>Required Signatures (if applicable)</b>							
Principal: <i>Sue Landreth Russell</i>		Date Approved: 7/2/09		Approved By:			
Technology:		Date Approved:		Date Approved:			
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		*If denied, recommended action:		To Operations for Equipment Removal		Date:	
To District Office to Remove from Inventory		Date:					

Serial #  
934BF28RB295

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





Parkrose School District #3

**REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS**

Name of Individual Requesting Disposition: <u>Kimberly Morey</u> Building: <u>Russell</u>		Location of Items: <u>Library</u>					
(1) Description of Property including Brand & Serial #	(2) District Tag #	(3) Date Acquired	(4) Purchase Price	(5) Replacement Price	(6) Qty	(7) Total Cost of Disposition (5) x (6)	(8) Disposal: Please Indicate Method Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
3M Overhead proj. 517023A	400 534	unk.	unk.		1		Trash
Apollo overhead proj. 530300712	400 8	2005	unk.		1		Donate
Elmo overhead proj. 533825	400 8	unk.	unk.		1		Trash
Elmo overhead proj. 55876	---	12/91	unk.		1		Trash
Samsung CD/AM/FM 000033	---	1994	unk.		1		<del>Donate</del> Trash
Apollo overhead 103102485	T1786	2006	unk.		1		Trash
3M 1700 1780A5F	---	unk.	unk.		1		Trash
Apollo Overhead 0607000027	T19082	2006	unk.		1		Donate
1 Box of Projector Bulbs (Misc)	---	---	---		1		Sell or Donate
Sankyo Cass. Tape Recorder 77235357	---	---	---		1		Trash
Coby Comp Disc Player 1155000-481	T18072	9/08	---		1		Trash
<b>Total Items and Cost of Disposal:</b>							
Required Signatures (if applicable)							
Principal: <u>Debbie Ebert</u>		Date Approved: <u>7/2/09</u>		Approved By:			
Technology:							
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved:		Date Approved:			
*If denied, recommended action:							
To Operations for Equipment Removal		Date:		Date:			
To District Office to Remove from Inventory		Date:		Date:			

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

Parkrose School District #3

REQUEST FOR DISPOSAL OF CAPITAL ASSET ITEMS							
(1) Name of Individual Requesting Disposition:	(2) District	(3) Date Acquired	(4) Building	(5) Replacement Price	(6) Qty	(7) Location of Items	(8) Disposal: Please Indicate Method
Description of Property including Brand & Serial #	Tag #		Purchase Price			Total Cost of Disposition (5) x (6)	Selling: Competitive Bid Process Donation: List Organization Other: List Means and/or Place
Speakers - Cambridge Model #SBS36	2						
1 Microsoft Nec mouse	2						
1 NEC keyboard	2						
1 Dell Optiplex computer Gx100	2						
<b>Total Items and Cost of Disposal:</b>							
<b>Required Signatures (if applicable)</b>							
Principal: <i>D. Ebert</i>	Date Approved: 7/2/09						
Technology:	Date Approved:						
Request Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Approved:	Approved By:					
*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.