Central Consolidated School District

REQUEST FOR AUTHORIZATION TO DISPOSE OF PROPERTY

SCHOOL: Department:

CHECK ONE: TRADE-IN ☐ SALE ☐ LOSS ☐ TRANSFER ☐ OTHER ☐

From: _____ To: _____

Tag No.	Description (Include Model Number)	Serial No.	Date Acquired	Recorded Cost/Value	Sale/Trade-in Amount

Reason for Disposition: _____

Department Head/Principal Signature _____ Date _____

Received / Picked Up By Warehouse: _____ Date _____

Work Order Number: _____

Added to Board Approval List: _____

Board Approved Date: _____

Deleted from Inventory Asset Listing: _____ Date _____