



MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

REQUEST FOR DISPOSAL OF SCHOOL DISTRICT PROPERTY

PLEASE ATTACH A TYPED LIST OF THE MATERIAL TO BE DISPOSED. THIS MUST INCLUDE A DESCRIPTION OF THE ITEM, THE MODEL, THE SERIAL NUMBER AND THE DISTRICT PROPERTY TAG NUMBER.

DATE: _____

BUILDING: _____

ROOM: _____

CONTACT: _____

PHONE #: _____

DESCRIPTION OF MATERIAL:

Why is the material being disposed? **BROKEN:** _____ **OBSOLETE:** _____ **OTHER:** _____

Is the material repairable? **YES:** _____ **NO:** _____

If yes, explanation is required _____

When was the material purchased? **Date:** _____ **Unknown:** _____

SIGNATURE OF PERSON REQUESTING THE DISPOSAL: _____

SIGNATURE OF ADMINISTRATOR/BLDG. PRINCIPAL: _____

SIGNATURE OF FIXED ASSET INVENTORY CONTROL: _____

OFFICE USE ONLY:

BOE Surplus Date: _____ **Method of Disposal:** _____

Fixed Asset Inventory Adjusted: **YES:** _____ **NO:** _____