

Purchasing Approval _____

Request for Surplus of Equipment/Books
Please fill out form completely and send to the Purchasing Department.

School/Department _____

Date _____

Check one of the following: Equipment Books Tech Equipment Miscellaneous

| Qty | Inventory Tag No. | Item Description | Broken? Yes/No | Serial No. | Item Location | Whse Code |
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*Additional Information: _____

_____ Administrator's Signature

Date: _____

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|---|---|---|
| <u>To be completed by Warehouse:</u> | | |
| <input type="checkbox"/> Surplus | <input type="checkbox"/> Scrapped | <input type="checkbox"/> Lost/Not Found |
| <input type="checkbox"/> Recycled | <input type="checkbox"/> Destroyed | |
| <input type="checkbox"/> Donated to another School District | <input type="checkbox"/> *Parted Out (please explain above) | |