

**CALVERT COUNTY PUBLIC SCHOOLS**  
 Prince Frederick, Maryland

**Non-Instructional Equipment Disposal Form**

<b>Today's Date:</b>	<b>From:</b>	<b>School:</b>	<b>Work Order #:</b>	<b>Date Work Order Sent:</b>

<b>Quantity</b>	<b>Item Description</b>	<b>Model #</b>	<b>Serial #</b>	<b>Condition*</b>

\*Please use one of the following codes to indicate condition:  
 W = Working      NW = Not Working      O = Obsolete

**Redistribution**                       **Sale**                       **Discard**

Approved by Principal: \_\_\_\_\_

Approved by Supervisor of Operations: \_\_\_\_\_

Approved by Director of School Facilities: \_\_\_\_\_

Copy forwarded to Finance on : \_\_\_\_\_