

Preston Board of Education
Policies, Regulations, and Bylaws

**3260
Form**

Sales & Disposal of Obsolete Books, Equipment & Supplies

It is recommended that the equipment/materials below be designated obsolete or surplus and disposed in accordance with Board of Education policy.

Estimated current cost is \$2,000 or more _____

Estimated current cost is less than \$2,000 _____ (Check one)

No monetary value _____

Name of item _____

Brief description _____

Model name and number _____

Serial number _____

Approximate date of purchase _____

Estimated remaining useful life _____

Any other pertinent data

School/Department _____

Administrator's Signature Date