

SURPLUS ITEMS

Bon Homme School District #04-2

Instructions: Please complete all necessary information. All equipment must be appraised (assigned a sale price/value). The whole form must be completed before forwarding to the Business Office.

The following items are no longer of use in the educational program and I request that approval be granted for their disposal:

EQUIPMENT

						*****Business Office Use Only*****				
Description	Purchase	Quantity	BH Tag#	Serial#	Appraisal Value	Sold	Discard	Donate	Trade	Date

Signature

Date

For Business Office Use Only:

- _____ Date of Board Motion
- _____ Inventory moved into Disposal Batch
- _____ Computer Listing Removed
- _____ Included on Yearly Surplus Form

Principal/Superintendent Approval/Signature

Date

The equipment was appraised by three property holders in Bon Homme School District #04-2:

Signature

Date

Signature

Date

Business Manager Approval/Signature

Signature

Date

Date