

Woodburn School District 103

Code: **DN-AR**
 Revised/Reviewed: 01/11; 2/21/13
 Orig. Code(s): DN-AR

Surplus Property Disposal Request/Record

- | | | | | | | | |
|-------------------------------|----------------------------------|------------------------------|----------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> AIS | <input type="checkbox"/> Bridges | <input type="checkbox"/> CLC | <input type="checkbox"/> WAAST | <input type="checkbox"/> DO | <input type="checkbox"/> FP | <input type="checkbox"/> VA | <input type="checkbox"/> WC |
| <input type="checkbox"/> WACA | <input type="checkbox"/> WeBss | <input type="checkbox"/> WHS | <input type="checkbox"/> SUCCESS | <input type="checkbox"/> HE | <input type="checkbox"/> LN | <input type="checkbox"/> NM | <input type="checkbox"/> WA |

THIS FORM MUST BE COMPLETED FOR ANY ITEMS BEING DISPOSED OF

A. _____
 Requester's Name Date

B. ITEM INFORMATION		
QUANTITY	DESCRIPTION (make, model, serial number, if applicable)	ESTIMATED VALUE
Total Value:		

C. DISPOSAL APPROVAL

_____ Principal/Supervisor Signature	_____ Date
_____ District Signature	_____ Date

D. DISPOSITION RECORD

<input type="checkbox"/> SALE	_____	_____	_____
	Vendor Name	\$ Amount (Remit to Business Office)	Date
<input type="checkbox"/> DONATION	_____		_____
	Organization Name		Date
<input type="checkbox"/> RECYCLE	_____		_____
	Date		
<input type="checkbox"/> DISPOSAL	_____		_____
	Date		

Explanation of action taken for disposition: _____

Date of Board Notice: _____

Original - DO Copy - Maintenance Copy - Building