

**WAKULLA COUNTY SCHOOL BOARD
FINANCE DEPARTMENT
REQUEST FOR APPROVAL TO DISPOSE OF
EQUIPMENT AND MATERIALS**

SECTION 1

ITEM(S) _____
Is this item on active property? Yes No
If yes, indicate property record number(s): _____

SECTION II

REQUESTED METHOD OF DISPOSITION: SALE TRADE-IN JUNK STOLEN
TRANSFER TO: _____ <p style="text-align: center;"><i>School or Department</i></p>
Explain: _____

SECTION III

_____ Signature/Property Custodian	_____ Date	_____ School/Center
---------------------------------------	---------------	------------------------

SECTION IV BOARD ACTION ON SALE, TRADE-IN OR JUNK:

The School Board <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved this request on _____ <p style="text-align: right;">Date</p>

SECTION V SUPERINTENDENT ACTION ON TRANSFER:

Transfer <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ <p style="text-align: right;">Date</p>
--

SECTION VI

_____ Superintendent's Signature	_____ Date
-------------------------------------	---------------