

PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

OBSOLETE/SURPLUS/DISPOSABLE EQUIPMENT/MATERIALS

SCHOOL _____

SUBMITTED BY: _____

DEPT. / GRADE	ARTICLE & DESCRIPTION (INCLUDE SERIAL # OR OTHER IDENTIFICATION)	QTY.	OBSOLETE/SURPLUS/ OR DAMAGED/ UN-REPAIRABLE	LOCATION FL./RM. #	DATE OF PURCHASE (if known)	FIXED ASSET # (if Applicable)	METHOD OF DISPOSAL

I CERTIFY THAT THE ABOVE ITEM(S) ARE NO LONGER REQUIRED FOR SCHOOL USE

APPROVALS:

PRINCIPAL/ADMINISTRATOR DATE

DISPOSAL COMPLETED DATE

BUSINESS ADMINISTRATOR DATE

SUPERVISOR BUILDING AND GROUNDS DATE

Date Board Approved _____