

DISPOSITION OF SURPLUS OR OBSOLETE FORM S-522 11-15

PURPOSE: This form should be used when assets are considered for recycling, replacement or broken. This form is to be used for all assets, with or without tags that do not fall under the technology category. This serves as documentation of asset disposal.

No computers, desktops, laptops, and ipads should ever be listed on this form.

The requested information on the form should be completed in full, most importantly tag and serial numbers. A brief status of the asset should be noted as well. For example broken, obsolete, irreparable.

Use a separate form for Title I and Special Services assets. Signed approval from these departments must be secured for disposal.

The principal or department head must sign their approval.

Do not bring these items to Tech Support. These items should be disposed of properly through recycling events or the fall auction.

Items should never be placed in a dumpster.