

MARICOPA UNIFIED SCHOOL DISTRICT #20 AUTHORIZATION REQUEST FOR DISPOSAL

 Equipment General Fixed Asset (GFA) 	☐ Non-Equipment ☐ Stewardship List	 ☐ Technology ☐ Instructional Material 	Other (explain below)
Part I – Disposal Site			
School/Department Initiating Request		Phone No.	
Requester (Name/Title)		E-Mail Address	

Part II – Items for Disposal

Qty	Item Description (include Brand, Model #)	Serial #	Tag #	Purchase Price	Current Estimated Value	Reason for Disposal

Part III – Requester Signature					
Requester	Date	Site Administrator		Date	
Part IV – Administrative Action					
Disposal Date	Final method of disposal	Comp	pensation/(expenditure)		

Date Purchasing	g/GFA Administrator	Date				
Part V – Disposal Method (Completed by Fixed Asset Clerk()						
l Price on to non-profit (Instructional Materials o	Dentry De	disposal costs below)				
l k	ed by Fixed Asset Clerk() In (Provide explanation below)	ed by Fixed Asset Clerk()				

Disposal Approval – Business Director:



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