

Conneaut School District
Disposal of Surplus Property, Equipment
Supplies & Textbooks
Recording Form

School Building: _____

School Year: _____

Description of Obsolete or Surplus Property: _____

Condition: _____ Asset Tag # _____

Quantity: _____

Proposed Method of Disposition: _____

Value Received: _____

Date of Disposition: _____

Building Principal

Curriculum Director/if Textbooks
Facilities Director/if Equip/Blds&Grds

Business Manager

Date

Superintendent

Date