TAMALPAIS UNION HIGH
SCHOOL DISTRICT

NOTICE OF DISPOSABLE EQUIPMENT

(*Submit completed form to TUHSD Business Office*)

Site/Department: _____ **Date:** _____

A. ITEM IDENTIFICATION:

(Please attach list of items for disposal, including pictures of asset tags)

Quantity	Description of Item: Make, Model, Serial Number, Asset Tag number, And Special Accessories	Age or Year Purchased	Estimated Current value	Original Cost (*If Available*)
#				
#				
#				

B. LOCATION: (*Where item can be inspected/picked up*) Building: _____ Room: _____

C. CONDITION: (*Check One*)

☐ Still Operable or usable (See D) ☐ Needs repair ☐ Beyond repair

Estimate of Repair $ _____

Estimate of Replacement $ _____

D. REASON FOR DISPOSAL:

E. METHOD OF DISPOSAL:

☐ Scrap

☐ Donate (Explain)

☐ Sale

☐ Interschola ☐ Renew Computers ☐ Other (Explain) Click here to enter text.

Estimated Sales Value $

Requested By _____Date Click here to enter a date.

Approved By _____Date Click here to enter a date.

(Principal/Designee)

(Space below is provided for District Office use)

F. VALIDATION: (*Check One*) ☐ Scrap ☐ Donate ☐ Sale ☐ Other

Assistant Superintendent of Educational Services	Senior Director of Information Technology	Director of Maintenance & Operations	Assistant Superintendent of Facilities & Finance

ARCHIE WILLIAMS HIGH SCHOOL