Nyack Public Schools
Nyack, New York

REQUEST TO DISPOSE, MOVE, OR STORE DISTRICT EQUIPMENT/TEXTBOOKS

Board Policy #6900 governs the disposition of school district property. This form must be used to request disposal of District equipment. No equipment can be disposed of in any manner without proper authorization. Please note that employees are not permitted to use District property or equipment for personal use.
Note: For requests related to Computer/AV Equipment, please contact the TECHNOLOGY DEPARTMENT

DATE OF REQUEST _____

BUILDING _____

REQUESTOR'S NAME _____

LOCATION OF ITEM(S) _____

ITEM DESCRIPTION _____

_____

_____

ESTIMATED VALUE OF ITEM (if available) $ _____

ESTIMATED AGE OF ITEM (if available) _____

JUSTIFICATION FOR DISPOSAL _____

SUGGESTED METHOD OF DISPOSAL (check one)

1) Reassign items to another location within district *	☐ Asst Superintendent for Finance & Operations Approval Required
2) Centralize storage for future use *	☐ Asst Superintendent for Finance & Operations Approval Required
3) Discard (item determined worthless or safety hazard)	☐ Board of Education Approval Required
4) Public Sale via *govdeals.com* (Items will be discarded if no on-line offers)	☐ Board of Education Approval Required

***Does not apply to reassignment or storage of COMPUTER EQUIPMENT - Please contact the Technology Dept to initate the request.**

Signature of Building Principal or Administrator _____

Note: No items are to be disposed of prior to receiving approval of this form.

APPROVAL TO DISCARD:
Approved Method of Disposal: _____
Signature of Assistant Superintendent for Finance & Operations _____

Board of Education Approval Date (If applicable) _____

Required for Public Sale or disposition of obsolete, worthless items

7/1/2022