

**TRANSFER OR DISPOSAL OF SCHOOL PROPERTY REQUEST**

All school property or instructional materials/books should remain in the same location until the disposal or transfer is completed and approved.

- The staff member completes a disposal request and submits to the building administrator
- The building administrator reviews the request with assistant superintendent or department director,
- If approved, a work order or service request will be generated for the disposal of the materials,
- A copy of the disposal request shall be sent to the business office.

Date _____

Item Description(attach item list if necessary)

Building _____ Room # _____

Equipment Tag Number: _____ Serial Number _____

☐ **TRANSFER TO:**

Building _____ Room # _____

☐ **DISPOSAL**

Building Administrator Signature

Date

Assistant Superintendent/Director Signature

Date

For Central Administration use:

- Does disposal require Board approval (circle one): yes no
not applicable (transfer)

If yes, attach Board meeting minutes to this form.

- Method of disposal (circle one): transferred donated
disposed traded sold

Trade allowance or sales amount: \$ _____

First Reading: 1-11-21

Second Reading: 2-1-21