

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

REQUEST TO DECLARE PROPERTY AS SURPLUS

TO: Assistant Superintendent for Business and Operations

FROM: _____

Building: _____ Department: _____

Please have the following items declared surplus:

DESCRIPTION	ASSET TAG #	MODEL #	SERIAL #

Equipment Location: _____

Present Condition: _____

Reason for Declaring Item Surplus:

Department Director's Signature Date

Principal's Signature Date

Assistant Superintendent for Business & Operations Date

*****Do not dispose of this equipment until you receive this form back signed by the Assistant Superintendent for Business & Operations*****