

## REASONS FOR DISPOSAL OF EQUIPMENT

(One Category Per Form)

School/Other:	No.
School/Other:	No.

1. Public Auction	4. Stolen (Attach Police Report)
2. State Surplus	5. Scrapped
3. Transferred to another school (List other school)	6. Other

## Issuing

## Receiving

[illegible]

Issued By: \_\_\_\_\_

Signature of Principal, Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Contact Person	Date
----------------	------

Received By: \_\_\_\_\_

Signature of Principal, Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Contact Person	Date
----------------	------

## GENERAL INSTRUCTIONS

**Note:** Tools/Departments should make a copy for their file

Complete and send to the Fixed Assets Dept.  
Attach a copy of police report if "icable."