



East Tallahatchie School District
Equipment Salvage / Disposal Request

BOARD ACTION REQUIRED

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Submit before disposal. The School Board must authorize disposal/deletion in its minutes. Do not remove tags or discard, dismantle, trade, sell, donate, or recycle property until approval is documented.

School / department

Request date / employee

Inspection completed by

Asset Tag	Serial No.	Description	Acq. Date	Cost/Value	Condition / Reason	Federal?	Recommended Method

☐ Salvage

☐ Trade-in

☐ Sale/auction

☐ Transfer/donation

☐ Recycle

☐ Destroy

☐ Other

Property Manager / federal review / date

Superintendent recommendation / date

Board approval / minute reference

Final method / date / vendor / proceeds

Tags removed and inventory deletion posted by / date