

**ROE #33**  
**Pre-Approval Request Form for**  
**Equipment and Furniture Transfer or Disposal**

**Date:**

**ROE #33 Policy on Disposal of Equipment and Furniture:** All equipment and furniture purchased through ROE #33 with state or federal funds belongs to ROE #33. Equipment or furniture that is no longer useful for its intended purpose must be offered to other ROE programs prior to disposal. If the other programs do not need the equipment or furniture, the original ROE program may throw away, give away or take donations from private individuals. All disposal of equipment or furniture is pursuant to Illinois State Board of Education Management Accounting Principles.

Please complete this form to provide information relating to the request for disposal or transfer of equipment or furniture. Upon completion of this form, please submit to the Regional Superintendent via email or regular mail: ROE #33, Attn: Regional Superintendent, 105 N E Street, Suite 1, Monmouth, IL 61462.

Asset #	Location	Description	Serial Number	Disposal or Transfer

**Reason for Disposal/Transfer:**

Equipment transferred to whom: \_\_\_\_\_

Equipment transferred to which location, room #, and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Director/Supervisor Signature & Date

\_\_\_\_\_  
 Regional Superintendent Signature & Date

**PLEASE RETURN TO BOOKKEEPING WHEN COMPLETED**