



Delabar CTE System #280 Equipment Disposal/Transfer Request Form

Date: _____

DCTES Policy on Disposal of Equipment: All equipment purchased through the SYSTEM office with state or federal funds belongs to the SYSTEM and its member districts. Equipment may be used as part of replacement costs if the school is able to find a supplier willing to take trade-ins. Equipment that is no longer useful to the original school for its intended purpose must be offered to the other member schools prior to disposal. If the other districts do not need the equipment, the original school district may throw away, give away or take donations from private individuals for the equipment, or the equipment can be resold. All disposal of equipment is pursuant to Illinois State Board of Education Management Accounting Principles.

Please complete this form to provide information relating to the request for disposal of equipment. Upon completion of this form, please submit to Brittany Stegall at bstegall@roe33.net

District Name: _____

CTE Program: _____

- Disposal Request
- Transfer Request

Item Description	Make/Model	Serial Number	Delabar Inventory Tag#

Reason for Disposal/Transfer:

Instructor Signature

Administrator Signature

FOR OFFICE USE ONLY:

Original Source of Funding: Year: _____ Type: _____

Board of Control Approved Disposal on: _____.

Equipment Transferred to: _____ Date Transferred: _____

System Director Signature: _____ **Date:** _____