

Shonto Governing Board of Education Inc.

Disposal Form

Fiscal Year: 2021-2022

REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

SCHOOL _____ DEPARTMENT _____

CHECK ONE: TRADE-IN _____ SALE _____ LOSS _____ TRANSFER _____ OTHER _____

FROM: _____ TO: _____

Table with 6 columns: Tag No., Description (Include Model Number), Serial No., Date Acquired, Recorded Cost/Value, Sale/Trade-in Amount. The table is currently empty.

REASON FOR DISPOSITION: _____

SIGNATURE _____ DATE _____ Superintendent Initial/Board Approval Date

SIGNATURE _____ DATE _____ Warehouse Clerk

SIGNATURE _____ DATE _____ Business Technician

Notes: _____

Deleted from GFA listing by: _____ DATE _____