



# PETALUMA CITY SCHOOLS

## Request To Dispose of Capital/Inventory Equipment

Date \_\_\_\_\_

From: \_\_\_\_\_

Site \_\_\_\_\_

*(Signature of Lead Administrator)*

Contact: \_\_\_\_\_

### Reason

Quantity	Item Description	Inventory or Serial Number	Approx Value	Reason				Location of item	Comment
				broken	inoperative	obsolete	other		

*For Business Services Use Only*

\_\_\_\_\_ Item is to be declared surplus and picked up by M&O; please submit work order

\_\_\_\_\_ Item is to be declared surplus and disposed of by M&O; please submit work order

\_\_\_\_\_ Item is to be declared surplus and disposed of by site custodian

Other: \_\_\_\_\_

\_\_\_\_\_

Chief Business Official

\_\_\_\_\_

Date