

# BYRON-BERGEN CENTRAL SCHOOL

## Equipment/Furniture/Book Disposal Form

Complete the form below for approval to sell, transfer or dispose of equipment/materials. You must obtain approval from the building principal and the superintendent to sell, transfer or dispose of equipment/materials owned by Byron Bergen CSD.

**Completed form must be turned into Vicky Shallenberger in the Business Office.**

### Authorization

PRINCIPAL AUTHORIZATION FOR DISPOSAL \_\_\_\_\_

DATE \_\_\_\_\_

SUPERINTENDENT AUTHORIZATION FOR DISPOSAL \_\_\_\_\_

DATE \_\_\_\_\_

### Contact Information

\*Name \_\_\_\_\_

\*Today's Date \_\_\_\_\_

\*Department \_\_\_\_\_

Title \_\_\_\_\_

\*E-mail \_\_\_\_\_

Phone \_\_\_\_\_

### Disposal Type

Sold

Donated

Scrapped

Transferred

Other

Missing

Equipment Disposal Date \_\_\_\_\_

New Location (If transferred) \_\_\_\_\_

Recipient & Price Paid (if sold, traded-in or donated) \_\_\_\_\_

### Reason if Missing

### Description of Equipment

\*Tag #, if applicable \_\_\_\_\_

\*Description (Manufacturer, Model & Serial #) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Required Field