

# REPORT OF DISPOSITION

TO BE COMPLETED BY WAREHOUSE PERSONNEL		
Scheduled Date & Time for Pick-Up	DATE	TIME

SCHOOL/DEPT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

PRINCIPAL/SUPERVISOR: \_\_\_\_\_

Request relief from accountability be given for the property described below.

REASON CODE	BPI NUMBER	DESCRIPTION	SERIAL NUMBER	PICKED UP BY	DATE

**REASON CODES:**

- A - Obsolete
- B - Stolen (Attach copy of police report)
- C - Damaged/Destroyed (Attach explanation)
- D - Usable only for cannibalization (By whom)
- G - Traded-In (Attach explanation and new equip. BPI#)
- H - Returned to Vendor (Attach Explanation, Include New PO#)

I hereby certify that the above is a true and complete statement for the above request.

\_\_\_\_\_  
Principal/Supervisor Signature (District requires a physical signature)

\_\_\_\_\_  
Date

- ⇒ Verify asset is on school's records before submitting request
- ⇒ FAX signed form to Property Records
- ⇒ Initiating Office: Retain copy for file

**School Board Action:**

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Disapproved  
 \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature (District requires a physical signature)

\_\_\_\_\_  
Date

Minute Book No. \_\_\_\_\_