

**Shawn Judson, Ed.D.**  
Superintendent  
**Douglas M. Claffin**  
Assistant Superintendent of Business Services  
**Terry Embleton**  
Assistant Superintendent of Personnel Services  
**Charlayne Sprague**  
Assistant Superintendent of Instruction/Pupil Services



**Board of Trustees**  
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Mondi M. Taylor

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***Equipment Disposal Form***

To: Purchasing \_\_\_\_\_ Date: \_\_\_\_\_

Please put on the Board agenda for approval by the Board of Trustees.

Submitted by: \_\_\_\_\_

School / Department: \_\_\_\_\_

The items listed below are to be taken out of inventory.

Quantity	Equipment Type	Model Number	Serial Number	District I.D. #	Approximate Value

Board Approval Date: \_\_\_\_\_