



# Oak Ridge Schools

## Property Disposal Request and Approval Form

District Assets

Technology Assets

### Instructions:

1. Use this form to report all property or equipment that is excess to your school or department's needs (for sale or disposal).
2. Complete this form and forward to the Superintendent for signature.
3. For specific instructions or questions for disposal of surplus property or books refer to ORS Administrative Procedure 2.403.

General Name & Description of Item: \_\_\_\_\_

Reason for Salvage Disposition

Location of Item(s): \_\_\_\_\_

Excess

Obsolete

Non-Repairable

Scrap

Surplus

Cannabalize

Date available for pick up?: \_\_\_\_\_

Were Federal funds used to purchase item(s)?      Y      N

If yes, please specify grant information: \_\_\_\_\_

Grant Administrator Signature

Brand Name	Model #	Serial #	ORS Property Item Sticker #	Working Y/N	Destroy Y/N	Estimated Value
				Y   N	Y   N	
				Y   N	Y   N	
				Y   N	Y   N	

If you have more than 3 items please attached a separate sheet for the additional items including all the information above for each item.

### Requesting Disposal of Property

Name: \_\_\_\_\_ Dept/Bldg: \_\_\_\_\_

Dept/Bldg Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorization to Dispose of property

Superintendent

Date

Chairman Board of Education

Date

(After Superintendent approval:)

1. Forward to the Finance Director.
2. Business office will process and forward copies to the Principal/Supervisor making the request and to the Supervisor of the M&O or IT Departments.

### Business Office Use Only:

Finance Director Signature

Date: \_\_\_\_\_

Distribution to:      District      Requester      Principal/Supervisor      District      M&O Supervisor or  
Accountant      Inventory Clerk      IT Director

### For completion by M&O or IT Department

Method of Disposition:

Disposition:      Surplused      Destroyed

Cannabalized

GovDeals

Landfill

Scrap Sale

Disposed to: \_\_\_\_\_

Recycled

Donated to Non-Profit  
Organization

Scrap Technology  
Vendor

Disposal Value: \_\_\_\_\_

Disposal Date: \_\_\_\_\_

Disposition Statement: \_\_\_\_\_

Signature

Date