

North Olmsted City School District
Request for Asset Disposal

Tag # (attach tag to this form) _____

Description _____

Serial # _____

Building _____ Room # _____

Please choose one of the following to determine the reason for disposal:

<input type="checkbox"/>	Repair parts for the equipment no longer readily available.
<input type="checkbox"/>	Repair records indicate equipment has no usable life remaining.
<input type="checkbox"/>	Equipment is obsolete and/or no longer contributing to the educational program.
<input type="checkbox"/>	Some potential for sale at a school auction.
<input type="checkbox"/>	Creates a safety or environmental hazard.
<input type="checkbox"/>	Technically obsolete.
<input type="checkbox"/>	Other-please explain:

Method of disposal _____

Signature of person submitting this form _____ Date _____

Signature of Technology Department (if applicable) _____ Date _____

Signature of Building Principal _____ Date _____

If sold for scrap, amount received and deposited _____

Forward completed form to the Treasurer's Office.