

I.

DISPOSITION OF OBSOLETE EQUIPMENT

(A Checklist of Steps to be Taken by the Site Supervisor and/or Inventory/Salvage Officer-ISO)

(To be completed by the Site Supervisor)

District/Division/Office: _____ School/Site: _____

II.

Generic Description of Item: (To be completed by the Site Supervisor)

Brand Name of Item: _____
Model Number of Item: _____ Serial Number of Item: _____ Age of Item: _____

III.

(To be completed by the Site Supervisor)

I have examined the item described in Section II above and find the condition/category to be:
(Check One)

- (A) Unreparable (C) Technologically/Educationally Inappropriate for the Site
- (B) Not Cost Effective to Repair (D) Safety Hazard to the Site
- (A) or (B) - Site Supervisor is authorized to dispose of item IMMEDIATELY. (Check Box 1 in Section IV - Sign & Date)
- (C) or (D) - Site Supervisor must notify the ISO of the item's condition. ISO will be responsible for the disposition of the item. (Check Box 2 in Section IV - Sign & Date)

IV.

(Site Supervisor must certify below and forward to ISO)

I hereby certify to the condition/category of the item described in Section II above.

- 1 (Check if classified as A or B) - I have discarded the item according to Standard Operating Procedures (SOP)
- 2 (Check if classified as C or D) - I am asking the ISO to dispose of the item according to SOP

Signature of Site Supervisor

Date

V.

Upon Notification by the Site Supervisor that an Item has been classified in category (C) or (D)
(See Section III and IV) the ISO shall do the following:

1. Advertise availability throughout district/office: (Date) _____ (if no interest proceed to step 2)
2. Advertise availability to other BOE schools/districts/offices: (Date) _____ (if no interest proceed to step 4)
3. Transfer item (if requested) to new site: (Location) _____ (Date) _____

Check Here if Item was NOT requested by another site

4. Advertise outside of BOE: (Date) _____ (if not interest proceed to step 5)
5. Sell to highest bidder: _____ \$ _____
Name of Organization/Individual Date Amount

6. Donate to not-for-profit organization: (if no interest proceed to step 7)

Name of Accepting Organization

Date Removed

7. Discard the item (Please check the reason for discarding) No Bid Responses Unreparable
 Not Cost Effective to Repair Not Cost Effective to Transfer or Sell Unable to Donate

8. Make a photocopy of this form and return it to the site supervisor (Date) _____

9. I hereby certify that I have disposed of the item described above and have followed all requirements outlined in current Standard Operating Procedures. The site supervisor has been advised of the item's disposition and has been requested to adjust inventory records accordingly. I will keep this form on file for audit purposes.

Signature of ISO

Date