

Lawrence County Board of Education Inventory Disposition Record

ITEM DESCRIPTION

Tag # _____

Item Location/School _____ Room # _____ Teacher _____

Item Description _____

Make/Model _____ Serial # _____

Purchase Price _____ or Appraised Value _____

Funding GP _____ Fed/Special Ed _____ Fed/Title I _____ Fed/Title IID _____ School _____ Donated _____ Other _____
(Specify)

Teacher Signature _____ Date _____

Technology Dept. Signature _____ Date _____
(Required only for technology items)

DISPOSITION

_____ Scrap

_____ Surplus

_____ Stolen/Lost Report Filed ____/____/____

_____ In School Transfer To: Room # _____ Teacher _____

_____ Building Transfer To: School _____ Room # _____ Teacher _____

_____ Other Explain: _____

I certify the above described equipment has been transferred, stolen/lost, declared surplus, scrapped or disposed of by other means as indicated above. If the item was declared surplus, it is available for use by other County Offices or can be sold in the prescribed manner as surplus. If stolen, a stolen property report has been FILED WITH THE POLICE DEPARTMENT.

Signature of School Principal _____ Date _____

Signature of School Property Custodian _____ Date _____

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Disposal Procedure Checklist:

_____ Form to Central Office for Board Approval (Tech Dept Signature, if required) ____/____/____ Via _____

_____ Board Approved ____/____/____ Per _____

_____ Disposed of Item – All Identifying Information Removed Prior to Disposal

_____ For Surplus Only-Contact Department Manager to request listing on GovDeals ____/____/____

_____ Added Disposal Information in Siesta ____/____/____ Item Picked Up ____/____/____