

Equipment/Textbook Disposal Request

Date: 11-15-2023

Employee Name: Pattie Burnham

Room Number: Bus garage

Building: Bus Garage

Equipment Disposal:

Please state the problem you are experiencing with the equipment:

Wood ladder is defective should be usable without cracks, splinters.

| | | | | |
|----------|------------|--------------------|----------------------|--|
| <u>1</u> | | <u>12ft ladder</u> | | <input checked="" type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |
| Quantity | Brand Name | Model/Description | Inventory Tag Number | |
| | | | | <input type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |
| | | | | <input type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |

Textbook Disposal:

| | | | | |
|-----------------|----------|-----------|--------------|---|
| | | | | <input type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |
| Date of Edition | Quantity | Publisher | Name of Book | |
| | | | | <input type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |
| | | | | <input type="checkbox"/> Direct Disposal <input type="checkbox"/> GovDeals |

For Office Use Only

Date of Approval Board of Education

Date of Disposal