

RSS EQUIPMENT/FURNITURE DISPOSAL FORM

SCHOOL: _____

DATE: _____

PRINCIPAL SIGNATURE: _____

LOCATION OF EQUIPMENT @ SCHOOL: _____

	<u>QTY</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>	<u>FIXED ASSET #</u>	<u>CONDITION GOOD/POOR</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Return completed form to Steve McClary at the Maintenance Department

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Note: All items must be properly tagged when turned in to the warehouse as to description of item and serial number.