



**DISPOSAL OF OBSOLETE EQUIPMENT**

School: \_\_\_\_\_

Name: \_\_\_\_\_

**Instructions:**

1. List each item separately.
2. Combine items if they are similar in description (desks, chairs, etc)
3. Building Administrator's signature required below.
4. Submit an MLWorkOrder request for items to be picked up and one of the following options:
  - Option 1: Attach scanned Surplus Form to work order request OR
  - Option 2: E-mail scanned form to Jennie Martinez, [jmartinez@upsd83.org](mailto:jmartinez@upsd83.org) OR
  - Option 3: Send form via district courier to Auxiliary Services
5. Attach form to the surplus item(s).

QTY	DESCRIPTION	CONDITION			ESTIMATED VALUE	LOCATION	
		Good	Fair	Poor		Bldg	Room

Building Principal/Administrator: \_\_\_\_\_

Date: \_\_\_\_\_