

PALERMO UNION SCHOOL DISTRICT

**7390 Bulldog Way
Palermo, CA 95968-9700
530-533-4842**

SURPLUS OBSOLETE EQUIPMENT

Item Description:	
District Inventory Number:	
Serial Number:	
School/Site:	Room Number:
Estimated Value: \$	
Reason for Request:	
Requested By:	Date:
Supervisor Signature:	Date:
M & O Signature:	Date:
Date of Board Approval:	

To fill out this form the item needs to be BROKEN or OBSOLETE. Once you've filled out this form...your supervisor needs to approve and sign it. If the supervisor approves the surplus of the item, the form should then go to Maintenance and Operations. They will make the final decision if the item should be thrown away (surplussed). The items will be moved from your room/office at this time. Once the paperwork is signed and the items moved the form will be sent to the District Office and will be put on the board agenda for approval of surplus. Maintenance and Operations will then be notified and remove the item from district property.