## WINSLOW TOWNSHIP SCHOOL DISTRICT DISPOSAL OF SCHOOL PROPERTY REQUEST

School:	Department:	Date:

Quantity	Description	Tag or Serial #	Est. Age	Condition/Reason

## Location of items for disposal: \_\_\_\_\_

Action to be taken to be determined by the	
Board Secretary:	

 Deliver items to Building Supervisor to be destroyed.

 $\Box$  HOLD! Item will be sold at public sale.

□ Hold for administrative review.

Signatures:

Supervisor/Department Chair

Principal

Superintendent/Designee

## **Board Secretary**

A work request (with a copy of the approved form attached) will be required for the maintenance department to transfer materials and/or equipment.

Submit requests to dispose of books to the office of the Assistant Superintendent's on the appropriate form.