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| **DEPT/****GRADE** | **ARTICLE & DESCRIPTION****(INCLUE SERIAL # OR OTHER IDENTIFICATION)** | **QTY** | **OBSOLETE/****SURPLUS/ or****DAMAGED****UNREPAIRABLE** | **LOCATION****FL/RM #** | **DATE OF****PURCHASE****(If Known)** | **FIXED****ASSET #*****(if*** ***applicable)*** | **METHOD OF****DISPOSAL** |
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**I CERTIFY THAT THE ABOVE ITEM(S) ARE NO LONGER REQUIRED FOR SCHOOL USE.**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVALS:**

 **PRINCIPAL/ADMINISTRATOR DATE DISPOSAL COMPLETED DATE**

 **BUSINESS ADMINISTRATOR DATE SUPERVISOR-BUILDING AND GROUNDS DATE**