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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**