

EDGE HIGH SCHOOL

REQUEST FOR AUTHORIZATION TO DISPOSE OF EQUIPMENT

Check one:

DONATION ☒

LOSS ☐

DAMAGED ☐

OTHER ☐

From: Edge High School

To: _____

Site Himmel Park

Room/Location Server Room

TAG NO.	Description (Including Model Number)	FOR BUSINESS OFFICE USE ONLY		
		Serial No	Date Acquired	Recorded Cost/Value
1032	UPS-APC Smart	ASO615132672	1/25/2007	
1198	Dell Latitude D630	FN5PJF1	4/7/2011	
1208	Dell Optiplex 780	26PSJQ1	6/27/2011	
1058	Dell Optiplex 755	JD2V4G1	4/9/2008	
1120	Dell Optiplex 755	FBTJYH1	1/20/2009	
1133	Dell Optiplex 380	FKM5KM1	6/24/2010	
1151	Dell Optiplex 380	B190DP1	3/3/2011	
1209	Dell Optiplex 780	26QPJQ1	6/27/2011	
N/A	Memory for PwerEdge 2850	N/A	4/25/2007	

Reason for Disposition: Obsolete. Hard drives inoperable/destroyed.

Signature Business Manager

Date

Signature Director/Principal

Date

Signature Board/Authorized Agent

Date

Deleted from general fixed assets listing (or stewardship listing) if applicable by:

NAME

Date

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TAG NO.	Description (Including Model Number)	FOR BUSINESS OFFICE USE ONLY		
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1241	Macbook	W80262E9F5X	3/26/2007	
1071	Macbook	W8821K4AOPO	8/5/2008	
1145	Macbook	W80262C2F5X	7/1/2010	
1252	Dell Latitude E5520	C98NZV1	8/15/2013	
1269	Dell Latitude E5430	3FFGJX1	11/6/2013	
1323	Dell Latitude E5420	48QVWL1	3/14/2011	
1202	Dell Latitude E5420	48KPWL1	3/14/2011	

Reason for Disposition: Obsolete. Hard drives removed/destroyed.

Signature Business Manager

Date

Signature Director/Principal

Date

Signature Board/Authorized Agent

Date

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1224	Barracuda Content Filter	BAR-YF-352515	6/28/2012	
1265	Dell Latitude E5430	4WCFJX1	11/6/2013	
1268	Dell Latitude E5430	6MGGJX1	11/6/2013	
1299	Dell Latitude E6420	4JGF5Q1	2/6/2014	

Reason for Disposition: Obsolete. Hard drives removed/destroyed.

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Signature Director/Principal

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