

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
1164	Dell Optiplex 780	JGR6FQ1	3/14/2011	
1161	Dell Optiplex 780	JGR4FQ1	3/14/2011	
1167	Dell Optiplex 780	JGQ4FQ1	3/14/2011	
1162	Dell Optiplex 780	JGQ6FQ1	3/14/2011	
1163	Dell Optiplex 780	JGQ5FQ1	3/14/2011	
1267	Dell Latitude 5430	D48GJX1	11/6/2013	
1302	Dell Latitude E6420	7NGD2Q1	2/6/2014	
1298	Dell Latitude E6420	JSLF5Q1	2/6/2014	
1253	Dell Latitude E5520	C9TNZV1	8/15/2013	

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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1013	Dell Optiplex 380	FKM6KM1	6/24/2010	
1216	Dell Optiplex 380	FKL6KM1	6/24/2010	
1138	Dell Optiplex 380	FKM7KM1	6/24/2010	
1143	Dell Optiplex 380	C3C9MM1	7/19/2010	
1132	Dell Optiplex 380	FKL7KM1	6/24/2010	
1226	Dell Optiplex 380	FKL5KM1	6/24/2010	
1135	Dell Optiplex 380	FKJ7KM1	6/24/2010	
1140	Dell Optiplex 380	FKK5KM1	6/24/2010	
1168	Dell Optiplex 780	JGS4FQ1	3/14/2011	

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

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704	Dell Inspiron 1100	9BPZ441	3/4/2004	
1251	Dell Latitude 5520	C9HNZV1	8/15/2013	
1281	Dell Optiplex 380	FKK7KM1	6/24/2010	
1134	Dell Optiplex 380	FKK6KM1	6/24/2010	
1243	Dell Optiplex 780	JGS5FQ1	3/14/2011	
1166	Dell Optiplex 780	JGR5FQ1	3/14/2011	
1165	Dell Optiplex 780	JGS6FQ1	3/14/2011	
1227	Dell Latitude 5410	B5GCQP1	3/3/2011	
1264	Dell Latitude 5430	40RFJX1	11/6/2013	

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

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