

# 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 Mountain

\_\_\_\_\_

TAG NO.	Description (Including Model Number)	FOR BUSINESS OFFICE USE ONLY		
		Serial No	Date Acquired	Recorded Cost/Value
1095	Desk Oak (exec computer)		8/8/2008	\$723.19
1096	Desk Oak (exec computer)		8/8/2008	\$723.19
1097	Desk Oak (exec computer)		8/8/2008	\$723.19
1100	Desk Oak (exec computer)		8/8/2008	\$723.19
1127	Desk Oak (exec computer)		8/8/2008	\$723.19

Reason for Disposition: Not needed in classrooms, reconfigured to smaller desks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Finance & Resource Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Board/Authorized Agent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date