

Alhambra School District #68

REQUEST FOR AUTHORIZATION TO DISPOSE OF PROPERTY

Date_____

School/Department_____

Form completed for paperwork purposes only-property was already disposed____

Description Include Serial & Model Number	Property Control Number	Reason for Disposition

If books, please list name of publisher and copyright date

Signature_____
Department Head/Principal

Signature_____
Business Services Administrator

For Warehouse and Business Services Use only

Warehouse Disposition: Auction____ Discard____ Sale____ Trade-In____

Warehouse Signature_____ Date_____

Deleted by Signature_____ Date_____

Please email this completed form to the purchasing department.