

Sales & Disposal of Obsolete Books, Equipment & Supplies

It is recommended that the equipment/materials below be designated obsolete or surplus and disposed in accordance with Orange Board of Education policy.

Estimated current value is \$2,000 or more _____

Estimated current value is less than \$2,000 _____ (Check one)

No monetary value _____

Name of item

Brief description _____

Model name and number _____

Serial number _____

Tag number _____

Approximate date of purchase _____

Estimated remaining useful life _____

Any other pertinent data

Location of items _____

School/Department _____

Administrator's Signature Date

GIFTS, GRANTS, AND BEQUESTS APPROVAL

School:	Date:
Organization:	
Contact Person:	Number:
Description of Gift:	
Rationale:	
Value of Gift:	
Under \$2000 Requires Superintendent Approval	Over \$2000 Requires Board of Education Approval
Principal's Signature:	Date:
Superintendent's Signature:	Date:
BOE Approval	Date: