



**Nyack Public Schools
Nyack, New York**

REQUEST TO DISPOSE, MOVE, OR STORE DISTRICT EQUIPMENT/TEXTBOOKS

Board Policy #6900 governs the disposition of school district property. This form must be used to request disposal of District equipment. No equipment can be disposed of in any manner without proper authorization. Please note that employees are not permitted to use District property or equipment for personal use.

Note: For requests related to Computer/AV Equipment please contact the TECHNOLOGY DEPARTMENT

DATE OF REQUEST

BUILDING

REQUESTOR'S NAME

LOCATION OF ITEM(S)

ITEM DESCRIPTION

ESTIMATED VALUE OF ITEM (if available)

\$

ESTIMATED AGE OF ITEM (if available)

JUSTIFICATION FOR DISPOSAL

SUGGESTED METHOD OF DISPOSAL (check one)

- 1) Reassign items to another location within district *
- 2) Centralize storage for future use *
- 3) Discard (item determined worthless or safety hazard)
- 4) Public Sale via *govdeals.com*
(Items will be discarded if no on-line offers)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | School Business Executive Approval Required |
| <input type="checkbox"/> | School Business Executive Approval Required |
| <input type="checkbox"/> | Board of Education Approval Required |
| <input type="checkbox"/> | Board of Education Approval Required |

*Does not apply to reassignment or storage of COMPUTER EQUIPMENT - Please contact the Technology Dept to initiate the request.

Signature of Building Principal or Administrator

Note: No items are to be disposed of prior to receiving approval of this form.

APPROVAL TO DISCARD:

Approved Method of Disposal:

Signature of School Business Executive:

Board of Education Approval Date (If applicable)

Required for Public Sale or disposition of obsolete, worthless items