Brookings-Harbor School District 17C	Code: **DN-AR(2)** Revised/Reviewed: 7/20/17 Orig. Code(s): DN-AR(2)

Surplus Property

Person making request: fill out all items to be included, sign request and send to your principal/supervisor.

Principal: Sign indicating your acknowledgment; forward to the district office.

Superintendent: Follow Board policy DN - Disposal of District Property and the accompanying administrative regulation DN-AR(l) - Disposal Procedures: Surplus Property.

Date: _____

List item(s) for surplus - please indicate, if possible, resale value, serial numbers, identifying characteristics:

From location - Building /Room/ Other:

☐ No remaining value
☐ Total estimated value$ _____

Person making this request: _____
Print Name Signature

_____

Principal Authorization: _____

Superintendent Authorization: _____

Board Approval (if required): _____

Current location of Surplus Item(s): _____

Items taken to: _____