



SURPLUS PROPERTY DISPOSAL REQUEST FORM

Poway Unified School District

INSTRUCTIONS:

- 1) Use this form for the disposition (removal or disposal of) of all assets, with the exception of vehicles and Hazmat items.
- 2) List each item individually and evaluate the condition of each item.
- 3) List the following: Asset Tag #, serial number, description (make, model, etc) and the condition of the item(s).
- 4) **Take pictures of the item(s) listed** on the Surplus Property Disposal Request form.
- 5) Form must be signed by the school site Principal or department head Director.
- 6) Email the completed form and pictures to Inventory Control Department at "tpcinventorycontrol@powayusd.com".
- 7) REMINDER: Be sure to store the item(s) in a safe, secure, and dry environment (DO NOT STORE OUTSIDE).
- 8) An Inventory Control staff member will contact you to discuss next steps (i.e., transfer, auction, donation, disposal).

Contact Name and Title:						
Site/Department:				Phone:		
Location:				Email:		
The following item(s) are excess to the Site / Department needs:						
ITEM	PUSD Asset Tag #	Serial Number	Description <small>(Include: manufacturer, model, model #, etc.)</small>	Condition? <small>(FAIR / POOR)</small>	Usable? <small>(Yes/No)</small>	Worth Repair? <small>(Yes/No)</small>
1						
2						
3						
4						
5						
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12						
13						
14						
15						
Reason above item(s) are being surplus:						
Comments on condition or repairs needed:						
Current location of item(s):						
Special instructions:						

APPROVALS

Principal/Director Signature _____ Date _____ Inventory Control Representative _____ Date _____

Disposition Comments (Inventory Control Staff Use Only)	
Board Meeting Date:	
Method of Disposal (attach certificates if any):	
Additional Notes:	



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ADDITIONAL ITEMS

The following item(s) are excess to the Site / Department needs:

ITEM	PUSD Asset Tag #	Serial Number	Description (Include: manufacturer, model, model #, etc.)	Condition? (FAIR / POOR)	Usable? (Yes/No)	Worth Repair? (Yes/No)
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17						
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