

**SURPLUS EQUIPMENT REMOVAL REQUEST
WEST BONNER COUNTY SCHOOL DISTRICT #83**

PERSON DECLARING SURPLUS ITEM/S _____

BUILDING/DEPT _____

ROOM NUMBER (if items will be retained in classroom until their removal)

ITEM/S _____

ESTIMATED VALUE (IF ANY)

\$ _____

SERIAL NUMBER _____

WBCSD TAG

_____

DOES ITEM WORK? _____

DESCRIPTION OF WHAT IS WRONG _____

CAN IT BE REPAIRED? _____

PRINCIPAL/SUPERVISOR

SIGNATURE _____

After completing this form, please have your building principal/supervisor authorize the release of the surplus items to maintenance personnel by signing above. Forward the form to Donna Morrow at the District Office who will then coordinate the surplus removal with the maintenance dept.

Please send this completed form to Donna Morrow at the District Office. You will be notified of the next scheduled Surplus Sale date. If you have more than one item, please attach a list.