



Berkeley Unified School District

SURPLUS PROPERTY DISPOSAL REQUEST FORM

This form is used for requesting surplus and disposal of all items *EXCEPT* vehicles or textbooks.

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| 1) List all items individually and evaluate the condition of each item.
2) Fill in BUSD ID number with complete description (bus, pick-up, trailer, make, model, etc) and indicate Y or N if the item still works.
3) Verify that you have custody of, and BUSD has title to, each item. | 4) Form must be signed by Department / Site Budget Administrator.
5) Forward the completed form to Deputy Superintendent for approval.
6) Approved requests will be forwarded to Purchasing for processing.
7) The person whose name appears as contact on this form will be contacted to arrange disposition. |
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Site / Department / Location Address:

Contact Person Name:

Phone:

SURPLUS ITEM DETAIL

The following items are excess to the Site / Department needs:

Purchasing Use Only

	BUSD Asset #	Description (include manufacturer, model, serial number, etc.)	Works? Y / N	Estimate Value	Disposal Date	Recovered Amount
1				\$		\$
2						
3				\$		\$
4				\$		\$

Reason above item(s) are Surplus:

Comments on condition or repairs needed:

Current location of Items:

Special instructions:

APPROVALS

Budget Administrator Name	Date	Budget Administrator / Department Head Signature	Date
Deputy Superintendent Signature	Date	Received in Purchasing	Date

Disposition Comments (Purchasing Use Only)
