



200 DOUGLAS STREET  
PETALUMA, CALIFORNIA 94952

TO: CHRIS THOMAS, CHIEF BUSINESS OFFICIAL

FROM: \_\_\_\_\_  
(Signature of Lead Administrator)

SITE: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: REQUEST TO DISPOSE OF CAPITAL/INVENTORY EQUIPMENT

Please declare the following surplus:

Item Description	Inventory or Serial Number	Approx. Value

Reason for declaring surplus: \_\_\_\_\_

Is item in condition to be used by another school? Yes \_\_\_\_\_ No \_\_\_\_\_

Is item repairable? Yes \_\_\_\_\_ No \_\_\_\_\_

Location of item: \_\_\_\_\_  
(ie. storage room, custodial room, classroom)

<b>For Business Services Use Only</b>	
_____	Item is to be declared surplus and picked up
_____	Item is to be declared surplus and disposed of
Other:	_____
Date:	_____
	_____ <i>Chief Business Official</i>