



## Equipment Disposal Form

Date: \_\_\_\_\_ Document No. \_\_\_\_\_

Item Description including description, condition, tag numbers (if applicable), and quantities (Note FRN, if purchased with E-Rate funds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ How was value determined: \_\_\_\_\_

\_\_\_\_\_

Reason for Disposal:

- Loss/Theft – Describe: \_\_\_\_\_
- Broken and not repairable
- Obsolete or not functional equipment
- Excess equipment
- \_\_\_\_\_

Estimated Value and Recommended Method of Disposal:

- Value over \$25,000 (See SCOE Policy 3270)
- Value under \$25,000
  - Sale at public auction by private auction firm
  - Sale by public auction by SCOE employees
- Value is insufficient to defray the costs of arranging a sale
  - Donation to \_\_\_\_\_
  - Discard – item has no value and should be disposed of

Requester certifies that the preceding item(s) should be disposed of and approve of the recommended method of disposal.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Director, Internal Business Services Signature

\_\_\_\_\_  
Solano County Superintendent Signature