

**BELEN CONSOLIDATED SCHOOLS
REQUEST FOR DISPOSAL of Furniture & Equipment **UNDER \$1,000.00****

SITE: _____

DEPARTMENT: _____

Please check one: ___ Obsolete ___ Broken ___ Other

BCS TAG #	DESCRIPTION (INCLUDING MODEL #)	SERIAL #	Hard Drive Removed / Formatted	TECH/LIASON INITIALS

Reason for disposition: _____

Signature: _____ Date: _____
Site Administrator's Signature

Technology Signature: _____ Date: _____
Supervisor's Signature *required for technology equipment; computers, printers, etc.

Picked up by: _____ Date: _____

Recorded on Assets inventory by: _____ Date: _____