

## Equipment Disposal Form

Date: \_\_\_\_\_ **1**

Document No. \_\_\_\_\_ **2**

Item Description including description, condition, tag numbers (if applicable), and quantities (Note FRN, if purchased with E-Rate funds) **3**

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Estimated Value: \$ \_\_\_\_\_ **4** How was value determined: \_\_\_\_\_ **5**

Reason for Disposal: **6**

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

Estimated Value and Recommended Method of Disposal: **7**

- 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.

**8**

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

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

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

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

Download the Equipment Disposal Form from the Solano County Office of Education (SCOE) website under Departments/Business Services for SCOE/Documents.

1. Enter today's date.
2. Contact the Internal Business Services Dept. (IBS) via email at [SCOEBusiness@solanocoe.net](mailto:SCOEBusiness@solanocoe.net) for a document number.
  - Document and attachments must contain this document number
  - Include the asset tag with your document(s)
  - Photos of all items must be included
  - All attachments (including photos) must be in pdf format
3. Describe the item(s) listed to be disposed of including their condition and any other pertinent information.
4. Enter the estimated value.
5. Enter how the value was determined.
6. Select the reason for disposal.
7. Select value of items and method to be disposed.
8. Sign form electronically and forward on for approval from Dept. Head.

Submit form and attachments to IBS via email for approval and processing.