



Lisette Estrella-Henderson, Superintendent of Schools
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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