

Surplus and Obsolete Property - Conejo Valley Unified School District

PLEASE COMPLETE AND SEND TO PURCHASING

SITE: _____ PROGRAM: _____

APPROVED BY: _____

DATE: _____

Signature

Print Name

Qty	O / S	Description	Condition/ Comments	CVUSD/TECH Tag #	Serial #	Reallocate	Sell	Dispose @ Whse	Dispose @ Site

- O / S Obsolete or Surplus
- Reallocate Item may be usable as parts or usable elsewhere
- Sell Item will be sold to highest bidder
- Dispose Proceeds from sale will not defray cost to sell
- @ Whse Send items to Warehouse for disposal
- @ Site Approved for disposal at site/ewaste (optional)

Board Approval: _____