

GALT JOINT UNION SCHOOL DISTRICT

INVENTORY DISPOSITION

This form is to be filled out when any item on school inventory is being disposed. **Please attach the inventory sticker to the form if you are removing the equipment at the site, OR send the form in with the equipment that you have delivered to the District Office for removal.** Please be sure it is filled out completely *except* for cost and date acquired. The Principal must sign the form before sending to the District Office. If the equipment was stolen, a police report should be attached also. Thank you.

School

Date

Inventory Number <u>OR</u> Serial Number	Description	Reason for Disposition	Lost or Stolen?	Date Purchased <small>(District Office)</small>	Original Cost <small>(District Office)</small>

Disposition Approved:

Any items which are lost or stolen will require School Board approval.

Employee Signature

Principal Signature

District Superintendent

Date of Board Action