Coronado Unified School District
201 Sixth Street, Coronado, CA 92118
619.522.8900 www.coronadousd.net

Surplus Disposal Request Form

Transaction #:_____-_____

INSTRUCTIONS:

1) Use this form for requesting surplus and disposal of all items.
2) List each item individually and evaluate the condition of each item.
3) Fill in CUSD Fixed Asset ID number, complete description (make, model, etc) and indicate if the item still works.
4) Form must be signed by Department / Site Administrator.
5) Forward the completed form to Purchasing.
6) Purchasing will forward to the Board for approval.
7) Purchasing will contact you with disposal details.

School Site / Location:	
Contact Name:	Phone:

DESCRIPTION - the following items are excess to the Site / Department needs:

SURPLUS ITEM DETAIL				Purchasing Use Only	
ITEM	CUSD Asset #	Description (include manufacturer, model, serial number, etc.)	Works? Y / N	Est Value	Recovered Amount
1				$	$
2				$	$
3				$	$
4				$	$

Reason above item(s) are Surplus:
Comments on condition or repairs needed:
Current location of Items:
Special instructions:

APPROVALS

Board Approval Date:		Site/Department Admin X	Date:
X		X	
Donnie Salamanca	Deputy Superintendent	Purchasing (Received in with all approvals)	Date:

DISPOSITION

Disposition Comments (Purchasing Use Only)	