

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, CA

NOTICE OF DISPOSABLE EQUIPMENT
(Prepare in Triplicate – All Copies to Chief Business Official)

Site/Department Ceramics : Redwood Date 8/17/19

A. ITEM IDENTIFICATION:
(Please attach list of items for disposal)

Quantity	Description of Item: Make, Model, Serial Numbers and Special Accessories, if any	Age or Year Purchased	Estimated Current Value	Original Cost (If Available)
35 gallons	glaze and chemicals	unknown	\$200	unknown

B. LOCATION (Where item can be inspected/picked up) Building Ceramics Room 514

C. CONDITION: (Check One)

☐ Still operable or useable (See D)

☐ Needs repair

☐ Beyond repair

Estimate of Repair \$ _____

Estimate of Replacement \$ _____

unusable

D. REASON FOR DISPOSAL:

old un-needed glazes

E. METHOD OF DISPOSAL:

☒ Scrap

☐ Donate (Explain) _____

☐ Sale (Circle One)

InterSchola

Renew Computers

Other (Explain): _____

Estimated Sales Value \$ _____

Requested By Bradford Butler Date 8/17/19 Approved By [Signature] Date 8/20/19
Ben Rupers Principal/Designee

(Space below is provided for District Office use)

VALIDATION: (Check One)

Dispose as follows:

☒ Scrap ☐ Donate ☐ Sale ☐ Other _____

Assistant Superintendent of Educational Services	Senior Director of Information Technology	Director of Maintenance & Operations	<u>[Signature]</u> Chief Business Official
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