

Gregory-Portland ISD

Property Disposition Request

Date: _____

Campus: _____ Department and Room #: _____

I hereby request permission to dispose of the following item(s) for the reasons indicated:

Worn Out **Obsolete** **Other Reason:** _____

Requested by: _____ Approved by: _____

Principal/Administrator/Supervisor

*Bar Code	Description	*Serial #	Quantity	Unit Cost	Total Cost
Total					

Comments:
****These columns must be completed prior to submitting the request to the Business Office. Please remove the **GPISD's Bar Code sticker and attach to this form.***

**Please attach GPISD's Bar Code Sticker in this box.
 (Tape or staple)

I certify the item(s) listed above were disposed of in the following manner: _____

Signed: _____ Date: _____

Instructions:
**This form is initiated by a principal/administrator/supervisor. Should a teacher or other employee property for which they recommend disposal, this recommendation must be made to the principal/administrator/supervisor. This form should be attached to a Maintenance Work Order*

To: All Concerned

From: Larry Curlis
Director of Operations

Subject: Property Disposal

The current procedure for disposal of surplus property from a campus or directorate is:

1. To fill out a Property Disposal Form, as specified by the Business Office.
2. Attach the form or photo copy to the item or the prominent item in a group, displayed so that it can easily be seen.
3. Once Disposal Form is done, submit Work Order to have item(s) removed.
4. My instructions to the crews is not to move any items off campus for disposal that do not have a Dispostion Form listing the items and signed by the principal.

Additional Instruction for Computers:

1. After completion of steps one of the three above Operations Department will contact the IT Department to coordinate bringing items in for processing.
2. The Operations Department will move the equipment to the IT Department and write the Work Order number on the Disposal Form and leave the form with the equipment.
3. Once the IT Department has completed processed equipment the Operations Department will be asked to come move Work Order number xxxxx.
4. Once the Operations Department moves the items to designated surplus storage area the Disposal Form will be signed by the designed Operations person and forwarded to the Business Office for final processing.