

Anderson Union High School District Request to Declare Property as Surplus

Date: _____ Requested by: _____ Title/Position: _____

Location of Property - Site: _____ Department: _____ Room No.: _____

It is requested that the following property be declared as surplus (If easier for the preparer, this information may be attached as a list):

Asset #	Qty.	Item	Model	Serial#	Year Purchased	Present Value	Condition*

***Condition:**

- **Excellent** – in working order
- **Good** – needs minor repairs
- **Fair** – needs repairs; repairs are estimated not to exceed 30% of replacement cost
- **Poor** – no longer serviceable; repairs would exceed 50% of replacement cost
- **Unusable** – to be discarded as junk

Disposition

- Make available for reassignment
- Surplus
- Recycle
- Junk

Board Approval

Date: _____

Reason(s) for declaring surplus:

Information regarding disposal/removal of item:

Signature of Chief Business Official

Date

*Completed, signed form to Board for approval
After board approval, distribute to: District Business Office (inventory), Originator, Maintenance (if applicable)*