

**WATERFORD PUBLIC SCHOOLS**

**Disposal of Surplus Property Form**

It is recommended that the equipment/materials below be designated obsolete or surplus and disposed of as per Board of Education Policy #3075.

Estimated Current Value is \$1,000 or more

Estimated Current Value is less than \$1,000  (Check One)

No Monetary Value

Name of Item: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Model Name and Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_ WPS Tag Number: \_\_\_\_\_

Approximate Date of Purchase: \_\_\_\_\_

Estimated Remaining Useful Life: \_\_\_\_\_

Any Other Pertinent Data: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Item: \_\_\_\_\_

School/Department: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature Date

\_\_\_\_\_  
Superintendent's Signature Date