

**HPCSD BOE POLICY 6900 - EXHIBIT A -  
DISPOSAL OF OBSOLETE OR SURPLUS  
EQUIPMENT, SUPPLIES, TEXTBOOKS, MATERIALS**

Initiator: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

email: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

*please  
check  
One*

QTY	Description	Inventory # (ISBN#, Publisher & Copyright Date)	Approximate Value at time of purchase	
				Obsolete
			\$	Un-usable

Approx. Age: \_\_\_\_\_

**Rationale for Disposal:** Describe the steps taken to salvage, re-purpose, recycle or put out to public bid:

As a result of the above, state the method of intended disposal:

Salvage       Recycle       Re-purpose       Public Bid

Other: (describe)

**Approvals:**

Department Director: \_\_\_\_\_ date: \_\_\_\_\_

Purchasing Agent: \_\_\_\_\_ date: \_\_\_\_\_

Wayne Kurlander, ASB: \_\_\_\_\_ date: \_\_\_\_\_

**Approved for excess by the Board of Education on:** \_\_\_\_\_ date: \_\_\_\_\_

District Clerk: \_\_\_\_\_ date: \_\_\_\_\_

Purchasing Department Only (others please do not write below this line)

Removed from Inventory  date: \_\_\_\_\_

Returned to Initiator  date: \_\_\_\_\_

Original to File  date: \_\_\_\_\_

Purchasing Agent Signature: \_\_\_\_\_ date: \_\_\_\_\_