

**NORTH ST. FRANCOIS COUNTY SCHOOL DISTRICT R-I
EQUIPMENT RELOCATION/DISPOSAL REQUEST**

Instructions:

1. Write date of request
2. Your building name
3. Room number where item is located
4. Your name
5. Write description exactly as shown in web inventory
6. ID Tag – number if exists, is shown in web inventory
7. Item disposition – check one.

1. **DATE OF REQUEST:** _____
2. **BUILDING:** _____
3. **ROOM:** _____
4. **RESPONSIBLE EMPLOYEE NAME:** _____
5. **DESCRIPTION OF ITEM:** _____
6. **ID TAG: (SIX DIGITS)** _____ **SN:** _____
7. **ITEM TAGGED AS BEING PAID FROM FEDERAL FUNDS (Title I, Title V, etc.)**

YES NO

8. **ITEM DISPOSITION:** **RELOCATE:**
- DISPOSE/RECYCLE:**

<i>(Office Use Only)</i>	
Relocated to where:	Building: _____
	Room: _____
	Responsible Party: _____
Building Principal Approval:	_____
Date Approved:	_____
Inventory updated by:	_____
Date Updated:	_____
Authorized Signature	_____
If disposed, date of Board approval:	_____
Disposed of by:	_____
Certificate on file:	_____