

Surplus and Obsolete Property - Conejo Valley Unified School District

Please complete and send to Purchasing

SITE: _____ PROGRAM: _____

APPROVED BY: _____

DATE: _____

Signature

Print Director's Name

Qty	Description	Purchase Date	Est. Value	O / S	CVUSD/TECH Tag #	Serial #	Reallocate	Sell	Dispose @ Whse	Dispose @ Site	Recycle

- Est. Value Estimated current value
- O / S Obsolete or Surplus
- Reallocate Item may be usable as parts or usable elsewhere
- Sell Item will be sold to highest bidder
- Dispose Proceeds from sale will not defray cost to sell
- @ Whse Send items to Warehouse for disposal
- @ Site Approved for disposal at site/ewaste (optional)
- Recycle Item will be recycled

Board _____

Comment _____

