

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

DISPOSITION OF EXCESS EQUIPMENT

All sales and equipment disposals must be processed through MSAD #33's Central Office. Please complete this form and together with a Bill of Sale forward to the Superintendent of School's Office.

TO: _____, Superintendent of Schools

FROM: _____, Principal

Equipment Location: Building Room No.

DATE: _____

	SAD #33 DECAL NO	SERIAL NO.	DESCRIPTION MANUFACTURER & MODEL	CONDITION (GOOD, FAIR, NOT WORKING)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

The equipment listed above is surplus and cannot be redistributed to another department. Please dispose of the equipment following MSAD #33 policy.

Approved by: _____ Date: _____
Building Principal Signature

Approval for Disposition _____ Date: _____
Superintendent of Schools Signature