LEHIGHTON AREA SCHOOL DISTRICT

Surplus Item Removal Form

The following item(s) is/are no longer used in this building and should be considered for the Surplus Property List:

Building Elementary Center

Qty	Manufacturer	Description of Item	Serial No.	LASD UPC No.	Federal Purchase Yes	Federal Purchase No	Federal ID No.	Reason for Removing Item (*Use code listed) [MUST BE COMPLETED]	Suggested Disposal (<Use codes listed) {MUST BE COMPLETED}
1	HP	HP Z240 SFF StreamVault Workstation			☐	✓		1	1
2	Bretford	TL474LL/A Technology Cart		002506	☐	✓		1	1
2	Bretford	HB716LL/A	201405161078		☐	✓		1	1
					☐	☐			
					☐	☐			
					☐	☐			

*Codes for Removal
1 – Technologically obsolete/Not compatible with district technology
2 – Parts no longer available/Cannot be repaired
3 – Repairs not economically feasible
4 – No longer used in this building

<Codes for Disposal
1 – Discard
2 – Sell (list suggested value)
3 – Transfer

Requested by Kelsey Knappenberger

Supervisor Curriculum & Technology

(Business Office Use Only)

Approved:

X _____ _____
Business Administrator Date

Approved by Board _____

Notification to Dispose (highlighted items) to:
Plant Maintenance ☐ Warehouse ☐
Inventory ☐