

# Clio Area Schools Disposal of Items

Please fill out all sections of form completely.

Please attach a picture or two to form. We will also need pictures electronically to Business Dept.

After all sections are completed then send form to Beky or Elizabeth.

Suggested Item for Disposal				
Name of Item & Description	Make / Model / Mileage	Year or Approx. age	Serial Number or VIN#	Condition: Excellent, Good, Fair or Poor
Additional Information:		Any other comments:		

Specifications for Bid/ Disposal/ Recycle		
Last time equipment was used or worked:		Contact Person for Bid site additional Information:
Pick up Item Location:		Submitted by: _____ Date:
Estimated \$ amount	Date ready for disposal	Superintendent Approval

Business Office Use				
Acceptance Date	Dates to run Bid:	Starting \$ Amount:	Reserve \$ Amount:	Date Posted:
Amount sold for:	Date Item Released :		Removed from Fixed Assets:	