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| **Port Townsend School District** |
| **Surplus Disposal Request**Finance Director approval is required for all Surplus and/or Disposal Requests. Approval of the School Board is required to surplus and/or dispose of all items over $2,000 single item or $5,000 total for multiple items. |
| Surplus/Disposal Requestor: | Date: |
| Best Contact: Phone # or Email: | Building / Location of Item(s): |

**Request for** (Please check one): □ - **Surplus** □ - **Disposal**

\*Please use a separate form for each: Surplus or Disposal items

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| **District****Inventory #** | **QTY** | **Description****(Make/Model/Color, etc)** | **Size** | **Condition****(Poor/Fair/Good)** | **Reason for removal** | **Location****Bldg/Rm #** |
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| Additional Information: |

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| Approved | Date |
| Employee Supervisor: |  |
| Finance Director: |  |
| Superintendent: |  |

Surplus Form: 6881-F

Rev: 02-2022