

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EQUIPMENT / MATERIALS / SUPPLIES DISPOSAL REQUEST

Purpose

Use this form to request approval for the disposal of equipment, materials or supplies that are no longer required by your school or facility.

IMPORTANT

- Clear photographs of all items must accompany this request. Requests submitted without photographs may be returned for additional information.
- Do not dispose of any items until written approval has been provided by the Superintendent of Facilities.

School / Facility Information

School / Facility: _____

Current Location of Item(s): _____

Submitted By

Name: _____

Position/Title: _____

Email: _____ **Phone:** _____

Date Submitted: _____

Item Information

Item	Make/Model	Serial # / Asset Tag (if applicable)	Approx. Age/Year	Qty	Condition

Reason for Disposal

- ☐ Broken / Beyond Repair
☐ Obsolete / No Longer Required
☐ Replaced with New Equipment
☐ Surplus to Current Needs
☐ Safety Concern
☐ Other: _____

Current Status

Are the items currently operational?

☐ Yes ☐ Partially ☐ No

Could the item(s) still be used by another school or department?

☐ Yes ☐ No ☐ Unsure

Submission Instructions

Submit the completed form, together with **photographs of all items**, to:

Attention: Superintendent of Facilities

Email: dblais@srsd119.ca

Facilities Department Use Only

Superintendent of Facilities Approval

☐ Approved ☐ Not Approved

Authorized Disposition

- ☐ Transfer to Division Storage Facility
- ☐ Transfer to Another School/Department _____
- ☐ Transfer to IT Storage Cage
- ☐ Recycle
- ☐ Landfill
- ☐ Other: _____

Additional Comments / Instructions

Superintendent of Facilities Signature: _____

Approval Date: _____