

Administrative Procedure 630 – Appendix A

EQUIPMENT/MATERIALS & SUPPLIES DISPOSAL FORM

Provide information on all equipment/material that are no longer required at your school. Please provide as much detail as possible for the subsequent sale/disposal of these items.

Name of School/Facility: _____

| EQUIPMENT (IDENTIFY EACH ITEM OF EQUIPMENT INDIVIDUALLY) | | | | |
|--|------------|------------|-----------|------|
| Item | Make/Model | Serial No. | Condition | Year |
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| Item | Description | Quantity | Condition |
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Principal's Signature

Saskatchewan Rivers Public School Division

Education Centre
545 – 11th Street East
Prince Albert, SK S6V 1B1

ATTENTION: Superintendent of Facilities