

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

Item	Description	Quantity	Condition

Principal's Signature

Saskatchewan Rivers Public School Division

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

ATTENTION: Superintendent of Facilities