Form 184.1 Disposal of Surplus Capital Items Request

То	-	to the CFO – 1 asset or grou	•	r request
Date:	School:			
ASSETS:				
Quantity		Description	Location	Estimated Disposal/Sal Value (include quote, of sale value
REASON:				
☐Trade In / Replacement ☐Obsolete ☐Broken / Unrepairable ☐No Longer Required				
\square Other (Please E	Explain):			
f approved, I will once the asset(s)	•	e for arranging the disposal o	of the asset(s) and wil	I report to the CFO
understand that	no assets will	be disposed of without the p	orior approval of the (CFO.
Requested By:		Signature:		
APPROVED BY CF	<u>:0:</u>			
□Yes □No (Fui	rther informat	cion is required)		
Signature of CFO:	:			
APPROVED ACTIO	DN PLAN: (to l	pe completed by CFO)		
☐Recycling Progr	ram / Facility	□Landfill	\Box Trade-In	
☐Public Auction		☐Storage for Future Use	□Public / Comm	nunity Buy / Sell Forum
\square Transfer to oth	er school/pro	grams in Division		
\square Other (Explain)	:			
		required documentation to t	_	empletion of the action