

**Heber-Overgaard U.S.D. #6**  
REQUEST FOR AUTHORIZATION TO DISPOSE/TRANSFER OF EQUIPMENT

School \_\_\_\_\_

Department \_\_\_\_\_

Check One: Trade-In \_\_\_\_\_ Sale \_\_\_\_\_ Loss \_\_\_\_\_ Transfer \_\_\_\_\_ Other \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tag No.	Description (Include Model Number)	Serial No.	Date Required	Recorded Cost/Value	Sale/Trade-in Amount

Reason for disposition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Department Head / Principal

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Board Authorized Agent

Date \_\_\_\_\_

Deleted from GFA listing by \_\_\_\_\_

Date \_\_\_\_\_