

**Tucson Unified School District**  
**Asset Management**  
 2050 E. Winsett  
 Tucson, AZ 85719  
 (520) 225-4899

**CAPITAL EQUIPMENT DISPOSAL REQUEST**

<b>SCHOOL/DEPARTMENT NAME</b>	_____	
<b>CODE LOCATION NUMBER</b>	_____	<b>ITEM DESCRIPTION</b>
<b>PROPERTY TAG/ASSET ID#</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	<b>Property Control/Asset ID #</b>	

See attached for additional items

**REASON FOR DISPOSAL**

\_\_\_\_\_

**REQUEST BY** \_\_\_\_\_

*DO NOT WRITE BELOW THIS LINE* *PLEASE FORWARD ALL COPIES TO ASSET MANAGEMENT*

**ASSESSMENT REPORT**

To be filled by Equipment Maintenance Dept.

	Business Machines
	Carpenter Shop
	Electric Shop
	Electronics Shop
	Plumbing Shop
	Prop/Furniture Shop
	Refrigeration Shop
	Welding Shop
	Other

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

Present  
 Estimated      \$ \_\_\_\_\_      **ASSESSED BY** \_\_\_\_\_  
 Unit Value

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**DISTRICT FINAL DISPOSITION**

- |  |  |
|--|--|
| <input type="checkbox"/> Auction                       | <input type="checkbox"/> Junked                            |
| <input type="checkbox"/> Property Control will pick-up | <input type="checkbox"/> Property Control will NOT pick-up |
| <input type="checkbox"/> Reissue                       | <input type="checkbox"/> Sold                              |
| <input type="checkbox"/> Traded                        |  |
| <input type="checkbox"/> Other _____                   |  |

Amount Received

\$ \_\_\_\_\_

**PROCESSED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_