CALVERT COUNTY PUBLIC SCHOOLS

Prince Frederick, Maryland

Non-Instructional Equipment Disposal Form

Today's Date:	From:	School:	Work Order #:	Date Work Order Sent:

Quantity	Item Description	Model #	Serial #	Condition*

*Please use one of the following codes to indicate condition:
W = Working NW = Not Working O = Obsolete

Redistribution ☐ **Sale** ☐ **Discard** ☐

Approved by Principal:_____

Approved by Supervisor of Operations:_____

Approved by Director of School Facilities:_____

Copy forwarded to Finance on :_____