

FOSTER-GLOCESTER PUBLIC SCHOOLS

TO: Superintendent of Schools

RE: Request to Dispose of Surplus Equipment/Books

FROM:

DATE:

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy:

Item Tag# Quantity Description Age Condition Reason for Discarding

Administrator

DO NOT WRITE BELOW _____

Disposition Action:

Transfer to other school or town department: _____
(Location)

Sold _____ **Price:** _____ **Purchaser:** _____

Disposal _____

Other _____

Superintendent of Schools _____

