



**MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT
DISPOSAL OF SURPLUS/EXCISED MATERIALS**

Form D-1

POLICY 4403: School District equipment and textbooks that are obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District. No sale of school property purchased by the District at an initial cost of \$500 or more shall be made without prior approval of the Board of Education.

EQUIPMENT

QTY	DESCRIPTION (include serial numbers, if available)	ASSET #	SALE or DISPOSE?

TEXTBOOKS

QTY	ISBN	TITLE

Submitted By: _____

Approved By: _____

Date: _____

Location: _____

Approved by the Board of Education at its _____ meeting.

If there is a long list of items to dispose, simply enter "See Attached" and attach the list.