



MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT
PURCHASING DEPARTMENT
690 COPE INDUSTRIAL WAY
PALMER, ALASKA 99645
Phone: 907-861-5123 • Fax: 907-861-5184

INVENTORY DISPOSITION

ONLY TYPED FORMS WILL BE ACCEPTED

Surplus
 Transfer
 Repair
 Loan
 Other -- Describe _____

Specify Repair: _____

***Disposed at site:** Only items that are damaged beyond repair. **NO ELECTRONICS.**

Qty	Condition Code	Description/Manufacturer	Model	Serial	Asset #	Price

School/Department Record

_____ From School/Department

_____ To School/Department

_____ Principal/Director Signature _____ Date

_____ Principal/Director Signature _____ Date

Describe condition of Equipment : _____

_____ IT Electronic Tech Signature _____ Date
 Required for Electronics

_____ Maint. Electronic Tech Signature _____ Date
 Required for Equipment

_____ Asset Inv. Changed/Added/Deleted _____ Initial _____ Date

Additions/Change to Fiscal Year Inventory

FY: _____

Teacher/ Room Number	District Asset #	Description	Model #	Serial #	Purchase Cost	P.O. #/Cash Disbursement	Code

Approved By: _____

_____	_____
Signature	Date

Originating Site/Department	

Purchasing Use:

_____	_____
Signature	Date