



Inventory Disposition

Purchasing Department
Mat-Su Borough School District
690 Cope Industrial Way
Palmer, AK 99645
P: (907) 861-5120 || F: (907) 861-5184

ONLY TYPED FORMS WILL BE ACCEPTED

☐ Surplus ☐ Transfer ☐ Repair ☐ Loan ☐ Other- Please 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

Additions/Change to Fiscal Year Inventory

Teacher/ Room #	District Asset #	Description	Model #	Serial #	Purchase Cost	PO #/ Cash Disbursement	Code

Approved By:

Signature Date

Originating Site/Department

Purchasing Use:

Signature Date