Los Angeles Unified School District **Disposal of Equipment Form**

Name of School/Office:	Location Code:	
Educational Service Center:	Phone Number:	
Principal/Program Administrator:	Contact Name:	
Principal/Program Administrator Signature:	Date:	
Principal/Program Administrator Signature: _	Date:	

Information: All equipment purchased with categorical program funds must be retained by the school/office and kept on its inventory database as long as the equipment is needed to accomplish the purpose of a project. Use the *Disposal of Equipment Form* for categorically funded equipment with a disposition status of salvaged or stolen. If the equipment is not being used because the project has changed, been moved, or because it is worn or obsolete, disposal is authorized. If the equipment item is lost or stolen, the loss or theft must be recorded on the inventory (Attachment B, Section III), and it must be reported through the *Disposal of Equipment Form*. Contact the Federal and State Education Programs Branch prior to the disposition of any equipment purchased with categorical program funds.

Directions: Complete a *Transportation Order* form for salvage pick-up and send by facsimile to (562) 654-9011. Refer to the Procurement Manual, Procurement Services Division, February 2013, for additional information. **Mail one copy of Attachment C to Federal and State Education Programs Branch and maintain one copy at school site.**

Description (Type/Model)	Serial Number	Purchase Date	Original Cost	Present Value	Delivery Date	Funding	Reason for Removal	Value Class (Check one)
								Fair Market Value less
								than \$5,000
								Fair Market Value more
								than \$5,000
								Fair Market Value less
								than \$5,000
							Fair Market Value more	
								than \$5,000 Fair Market Value less
							than \$5,000	
								Fair Market Value more
							than \$5,000	
								Fair Market Value less
								than \$5,000
								Fair Market Value more
								than \$5,000
							Fair Market Value less	
								than \$5,000
							Fair Market Value more	
								than \$5,000
								Fair Market Value less
		1				than \$5,000		
							Fair Market Value more	
							than \$5,000	