MORGAN COUNTY SCHOOL DISTRICT RE-3

FORT MORGAN, COLORADO

AUTHROIZATION FORM FOR TRANSFER AND DISPOSAL OF SCHOOL DISTRICT RE-3 OWNED PROPERTY.

The following items, have been determined to be excess to this location, are unserviceable and are to be disposed of, or are being transferred to another location as indicated. List inventory numbers if available.

_____Are to be disposed of

_____Are to be transferred to: _____

(warehouse, another school, ect.)

_____Are to be sold: _____

(Location for sale)

QUANTITY	INVENTORY #	DESCRIPTION	CONDITION

TRANSFERRED FROM:_____ TRANSFERRED TO:_____

HEAD CUSTODIAN DATE HEAD CUSTODIAN DATE

ONE COPY – HEAD CUSTODIAN

ONE COPY – BUILDING SECRETARY _____

ONE COPY – BUSINESS OFFICE PRINCIPAL SIGNITURE DATE

June 2016