



LEHIGHTON AREA SCHOOL DISTRICT  
**Surplus Item Removal Form**

The following item(s) is/are no longer used in this building and should be considered for the Surplus Property List:

Building Middle School

| Qty | Manufacturer | Description of Item | Serial No. | LASD UPC No. | Federal Purchase         |                          | Federal ID No. | Reason for Removing Item<br>(*Use code listed)<br><b>MUST BE COMPLETED</b> | Suggested Disposal<br>(<Use codes listed)<br><b>MUST BE COMPLETED</b> |
|-----|--------------|---------------------|------------|--------------|--------------------------|--------------------------|----------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------|
|     |              |                     |            |              | Yes                      | No                       |                |                                                                            |                                                                       |
| 1   | Dell         | Desktop Computer    | 4CS1150VSW | 002760       | <input type="checkbox"/> | <input type="checkbox"/> |                | 4                                                                          | 2                                                                     |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |
|     |              |                     |            |              | <input type="checkbox"/> | <input type="checkbox"/> |                |                                                                            |                                                                       |

**\*Codes for Removal**

- 1 – Technologically obsolete/Not compatible with district technology
- 2 – Parts no longer available/Cannot be repaired
- 3 – Repairs not economically feasible
- 4 – No longer used in this building

**<Codes for Disposal**

- 1 – Discard
- 2 – Sell (list suggested value)
- 3 – Transfer

Requested by Erica Pagotto

Supervisor MS Principal

|                               |             |
|-------------------------------|-------------|
| (Business Office Use Only)    |             |
| Approved:                     |             |
| <u>X</u>                      |             |
| <u>Business Administrator</u> | <u>Date</u> |

|                                                 |                                    |
|-------------------------------------------------|------------------------------------|
| Approved by Board _____                         |                                    |
| Notification to Dispose (highlighted items) to: |                                    |
| Plant Maintenance <input type="checkbox"/>      | Warehouse <input type="checkbox"/> |
| Inventory <input type="checkbox"/>              |                                    |