Berkeley Unified School District

SURPLUS PROPERTY DISPOSAL REQUEST FORM

1) Fill in BUSD ID number with complete description (bus, pick-up, trailer, make, model, etc) and indicate Y or N if the item still works.

2) Verify

6) Forward the completed form to Deputy Superintendent for approval.

7) Approved requests will be forwarded to Purchasing for processing.

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Date	Budget Administrator / Department Head Signature	Date	Budget Administrator Name

Date	Received in Purchasing	Date	Deputy Superintendent Signature