

MILFORD BOARD OF EDUCATION

INVENTORY DISPOSAL FORM

SCHOOL/LOCATION _____

Item Location	Asset #	Description	Condition	Model #	Serial #	Original Cost	Est. Current Value

DISPOSAL REQUESTED BY: _____

DATE: _____

AUTHORIZED BY (ADMINISTRATOR): _____

DATE: _____

ACTUAL DISPOSAL: _____

DATE: _____

TO BUSINESS OFFICE DATE: _____

NOTE: COPY TO BE RETAINED BY ORIGINATOR