Needham Public Schools
Request to Dispose of Surplus or Damaged School Property

School/ Department:		Contact Name:		Date:	

Itemize below items to be disposed (attach additional sheets as needed):

QTY	NPS Inventory#	Description (Include Age, Manufacturer, Model/ Make, Color, Style, Materials, Etc.)	Location	Resale Condition	Estimated Resale Value

Attach additional sheets as needed, or any other information that may be relevant to disposal, including critical time frames.

School/Department Head Signature: _____ Date: _____

Please send form to Business Office. Director of Financial Operations will contact you upon approval.