

**PEWITT CISD  
ITEMS FOR DISPOSAL**

Item # \_\_\_\_\_ Room # \_\_\_\_\_ Campus \_\_\_\_\_

Employee Name \_\_\_\_\_

Description of item for disposal \_\_\_\_\_

Type of item: (please check one)

Furniture \_\_\_\_\_ Technology \_\_\_\_\_ Miscellaneous \_\_\_\_\_

CONDITION OF ITEM: \_\_\_\_\_

*Complete the following information for computer or electronic items*

Operable \_\_\_\_\_ Inoperable \_\_\_\_\_  
Software has been removed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Recommendation: Sell "as is" \_\_\_\_\_ Trash \_\_\_\_\_ Other \_\_\_\_\_  
Sell at minimum bid \$ \_\_\_\_\_

Technology Authorization \_\_\_\_\_

Date of Approval \_\_\_\_\_

NOTES: \_\_\_\_\_

Form should be signed by person giving inventory items.

**"FROM" Employee Name:** \_\_\_\_\_ **Room #** \_\_\_\_\_

Form should be approved by a Department Director/ Campus Principal

**Department Director**  
**or Campus Principal** \_\_\_\_\_ **Date:** \_\_\_\_\_

Information entered into RSCCC Fixed Assets by \_\_\_\_\_

Date entered into RSCCC: \_\_\_\_\_