



UPPER DARBY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: February 16, 2016

REVISED:

706.1-AR-1. ASSETS AND EQUIPMENT DISPOSAL FORM

From: _____ School or Department

To: _____ School or Department

Transfer _____ Discard _____

Repair and Service Requisition Number: _____

Quantity	Description	Serial Number

Principal Signature/Date

Approval:

CFO OR Director of Technology/Date

Disposal Date: ____/____/____ Disposal Proceeds \$ _____ Disposal Costs \$ _____

Comment: _____