

NOME PUBLIC SCHOOLS



Disposal Authorization

Instructions: Please contact Business Office prior to disposal. Complete the below form in its entirety.

Item: _____

Inventory Control #: _____

- Obsolete/Irreparable
- Donated To: _____
- Surplus Sale To: _____

Rationale:

I certify that the item(s) listed above were disposed of in the manner stated and that no federal monies were used for the purchase of the items being disposed.

NOTE: Two (2) separate signatures are required for disposal of equipment or District property.

Initiator Signature

Date

Administration Signature

Date

Please return to the Business Office.
If no payment was collected, please e-mail form to:
accountspayable@nomeschools.org and Genevieve.Hollins@akebs.com.