Revised: Oct. 2022

NEW BEDFORD PUBLIC SCHOOLS SURPLUS REQUEST FORM

To declare any item as surplus, complete and sign this form. For items in "good" condition, a photo must be attached to the request. <u>Interoffice</u> requests to Finance & Operations. For surplus process and disposal timeline, see <u>Surplus Process</u> on the district website under <u>Depts/Programs > Finance & Operations > Useful Forms</u>.

From:	Dept./School:	
	Name & Title:	
	Signature:	
	Date:	

I would like to declare the following items surplus in accordance with School Committee Policy DN:

Quantity	Description	Make/Model	Asset Tag #	Serial Number	Condition