

**CHARLOTTE COUNTY PUBLIC SCHOOLS
DISPOSITION OF PROPERTY**

Tangible personal property owned by the School Board
Pursuant to Chapter 274, Florida Statutes

REQUEST FOR PROPERTY DISPOSITION

TO: Property.Records@yourcharlotteschools.net

Request that action be taken to remove the following equipment from the inventory of

Location: _____ Location Code: _____

Do not send any Request for Property Disposition without the approval of your Principal/Department Head

Reason for Request:

**Old, worn out, and/or beyond economical repair

Stolen from the campus or office by break-in (Attach a copy of the police or sheriff's Report of Break-in, Burglary, Vandalism or Damage.)

Return to Property Records for reassignment to another location

(OTHER)

MANDATORY

Were Federal Funds used to purchase?* YES NO

Funding Code:

****If you selected the "Old, worn out, and/or beyond economical repair" box, for anything other than desktop and laptop computers, you must include the following information about the piece of equipment in your e-mail: i) Describe what is wrong with the item, ii) The estimated cost to repair.**

PROPERTY #

DESCRIPTION

PRINCIPAL OR DESIGNEE

DATE

PRINT NAME CLEARLY

Attach a copy of this form to the equipment and send completed form to Property.Records@yourcharlotteschools.net. The Principal/Dept. Head will receive an e-mail confirmation from Property.Records@yourcharlotteschools.net