

**Houston County Board of Education**  
**404 West Washington St.**  
**Dothan, AL 36301**

**EQUIPMENT DISPOSAL FORM**

School: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\* When disposing of equipment, please complete this form and return it to the Central Office Inventory Clerk \*\*\*\***

| Barcode #<br>(5 digit #) | Description | Location/Room # | Means of Disposal | Date<br>Disposed | Receipt #<br>(If Sold) |
|--------------------------|-------------|-----------------|-------------------|------------------|------------------------|
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\_\_\_\_\_  
 Principal's approval PRIOR to disposal

Date: \_\_\_\_\_

\_\_\_\_\_  
 Superintendent's approval PRIOR to disposal

Date: \_\_\_\_\_