SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on section 49-6-2007 of the Tennessee Code Annotated: ˝
(d)1 Surplus property in local school systems which has no value or has a value less than two hundred fifty dollars ($250), may be disposed of with out the necessity of bids as required by this section.˝
(2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than two hundred fifty dollars ($250).

COMPLETE <u>ALL</u> INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	PCDE BAR CODE	MFG. BY	MODEL #	SERIAL #	VALUE

In accordance with TCA 49-6-2007 (d)1 and (d)2, we the undersigned authorize disposal of the items listed above.˝
˝
_____SCHOOL_____date_____˝
Principal˝
˝
_____date_____˝
Supervisor˝
˝
_____date_____˝
Director of Schools˝
˝
_____date_____˝
Board Chairman˝

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FOR INVENTORY CONTROL USE: COPY TO CENTRAL RECEIVING _____/_____/_____ COPY TO PRINCIPAL OR SUPERVISOR_____/_____/____˝
˝ COPY TO INVENTORY CONTROL _____/_____/_____ COPY TO VENDOR_____/_____/____ ˝
˝
NOTES ON DISPOSAL METHOD:˝ :

˝ SIGNATURE_____ DATE_____