

**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.**

<u>PROPERTY #</u>	<u>DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
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**