

**From Site:** Graham  
 (Current Location)

**To Site:** Disposal  
 (New Location)

Quantity	Item	Model/Serial	MVWSD	Condition
1	Upright Piano	Hamilton	none	3
1	Upright Piano	D.H. Baldwin Piano	006534MVWSD	3
1	Upright Piano	Cabelle-Nelson	none	3

*[Handwritten Signature]* 9/2/23  
 Requesting Administrator Signature & Date

Condition Code
1 - Excellent
2 - Fair
3 - Poor

**Approval of Disposal**  
 \_\_\_\_\_  
 Authorized Signer Signature & Date  
 \_\_\_\_\_  
 Superintendent/Designee Signature & Date

\_\_\_\_\_  
**Board Approval Date**

\*\*\*\*\***For Office Use Only**\*\*\*\*\*

Post Board of Trustees action, Business Office forward completed form to:  
 \_\_\_\_\_ Fiscal Services for Asset Mgmt. Once verified asset tags, return to Business Office.  
 (Asset Mgmt initial)

Department notified disposal approved and recorded.  
 \_\_\_\_\_ Technology/equipment - Technology  
 \_\_\_\_\_ Furniture - MOT  
 \_\_\_\_\_ Other  
 \_\_\_\_\_  
 Signature & Date

Office use only:  
 Received at DO