

**READING COMMUNITY CITY SCHOOLS  
EQUIPMENT DISPOSAL FORM**

Appropriate Reasons for Disposal (please circle one):

- Trade – In
- Sale
- Destroyed
- Stolen
- Donated

Please list each item with tag number.

<u>RCSD Tag #</u>	<u>Asset Description</u>	<u>If Trade-in, Description of Asset Acquired</u>	<u>If Sold, \$ Amount Received</u>	<u>Disposal Reason</u>

\_\_\_\_\_  
Requesting Administrator Approval (Signature)

\_\_\_\_\_  
Date

Administrator: Please send original to Treasurer's Office