

Building:	Building Number:
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UTICA COMMUNITY SCHOOLS
 11303 Greendale
 Sterling Heights, MI 48312

OBSOLETE FORM

Please complete all sections of this form. See back of form for procedures and guidelines on the disposal of obsolete books, furniture, supplies and equipment. **Prior to pick-up by Warehouse Personnel, building staff must remove Utica Community Schools identification marks from all obsolete items.** Textbooks are to be stamped obsolete. All computers and AV equipment must be itemized on an individual basis.

QTY	TYPE / MANUFACTURER / MODEL	UCS BAR CODE NUMBER	SERIAL NUMBER
1	Computer/Apple/Power Mac 5200	9999	ABCDE12345

Reason for Disposal:

_____ Building Administrator	_____ Date
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Please sign, retain goldenrod copy, and forward remaining copies to Staff Director for approval.

_____ Staff Director	_____ Date
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_____ Director of Computers and Related Technology	_____ Date
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_____ Coordinator of Instructional Media	_____ Date
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Please sign and forward all copies of form to the Director of Fiscal Services for final approval.

_____ Director of Fiscal Services	_____ Date
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White - MIS Department
 Green - Fiscal Services
 Canary - Warehouse
 Pink - Building / Final Confirmation Copy
 Goldenrod - Originator

Warehouse Driver _____
 Warehouse Pick-Up Date _____
 MIS Inventory Deletion Date _____

