

Pasco County Schools Property Disposal Request Form

MIS Form #210
Rev. 10/20

Please follow the steps below to properly process the property disposal.

- Step 1:** Fill out all of the applicable boxes on the form
- Step 2:** Have the School Principal or Department Director sign the form.
- Step 3:** Submit the form to lharvey@pasco.k12.fl.us once completed.

Date: _____

Requested By:

Name of Authorized Person _____
(First) (Last)

Title: _____

Contact Telephone Number: _____

Cost Center Name: _____

Cost Center Number: _____

Signature of Person Requesting Disposal of Property

List of Items

Barcode ID	Detailed Description	Date Acquired	Book Value

Approved By:

Name of Authorized Person: _____
(First) (Last)

Signature of Person Authorizing Disposal of Property

Date: _____