

**Pasco County Schools**  
**Property Disposal Request Form**

MIS Form #210  
Rev. 03/24

**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 [propertycontrol@pasco.k12.fl.us](mailto:propertycontrol@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:** \_\_\_\_\_