

# Oak Park Schools – Disposal Request Form

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**Building:** \_\_\_\_\_

**Item Location:** \_\_\_\_\_

\*Please make sure disposal items are properly labeled.

## Item Information – Must include photos of disposal items

Item Type	Title/Description	Quantity	Condition (Good/Fair/Poor)	Asset Tag/ID (if any)
<i>Ex. Curriculum Books</i>	<i>McGraw Hill</i>	<i>300</i>	<i>Fair</i>	<i>N/A</i>

## Reason for Disposal

- ☐ Obsolete ☐ Damaged Beyond Repair  
☐ Lost/Replaced ☐ Surplus  
☐ Other (please specify): \_\_\_\_\_

## Submitted By:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization:

Approved by: School Administrator

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Director of Curriculum

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form and photos of disposal items to the Director of Operations