

Procedures for Removing SVUSD Inventory Tags



Whenever SVUSD property is being disposed, Purchasing must be notified. Please carefully remove any Inventory Tags and attach with scotch tape to this form. Please send all completed Inventory Tag sheets to the Purchasing Department at the District Office. One item per form.

School Site: _____ Date: _____

Contact Person: _____

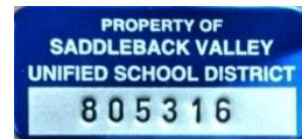
Contact Phone Number: _____

Product Name: _____

Product Description: _____

Product Serial Number: _____

Attach white inventory tag and or any other non-white inventory tag below using scotch tape.



FOR DISPOSAL OF COMPUTERS ONLY

The School Site Technology Coordinator is responsible for wiping or destroying the computer hard drives. Computer hard drive was wiped or destroyed on _____ (date). If the computer hard drive was NOT wiped, please contact Tech Services immediately.

Site Technology Coordinator's Signature

School Administrator's Signature

Bus Svs – March 2015

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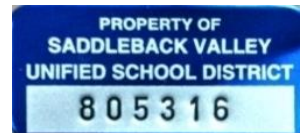
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