



File DKB-E

PORTAGE LA PRAIRIE SCHOOL DIVISION
AUTHORIZATION FOR EQUIPMENT TRANSFERS AND DISPOSALS

To be used for equipment with an approximate original value of more than \$50.

Transfers must have prior approval from the Board Office. Disposals due to theft or damage are to be reported to the Board Office at the time of occurrence. If there are several items of the same description, the serial numbers may be listed on the reverse side.

School _____

Equipment Description _____

Make/Model _____

Serial Number _____

The above equipment:

1. Is to be transferred to another school

Name of School _____ Date _____

2. Is to be transferred to Operations for sale or disposal

Date _____

3. Has been disposed of due to damage

Date _____

Describe cause of damage _____

4. Has disappeared due to theft

Date _____

Action taken _____

Signature _____ Date _____

Supervisor of Business & Finance

Date