

Requester: _____
 Site/Department: _____
 Building/Rm. Number : _____
 Date: _____
 Phone | Ext: _____

Please return to Regina Mertz

r.mertz@laschools.net

Date:	Received By:	Disposal Number:

Asset Tag #	Tech. Tag #	Serial #	Description & Quantity	Requested Disposal Method	Reason for Disposal

 Kurt Steinhaus, Superintendent

 date