

Klamath Trinity Joint Unified School District
Corp Yard

SURPLUS Work Order

Requester: _____ Date: _____ Site _____
Room # _____ Exact Location: _____

STEP ONE: All articles must be itemized **BY REQUESTER**. If there are identifiable tags, model/serial numbers, and colors, please include.

STEP TWO: Provide itemized list to your site administrator.
 👉 **Site Administrator ROUTES TO:**

- ASSET MANAGER Review Date: _____
- DINSA Director **(for I.T. only)** Review Date: _____
- RETURN TO SITE ADMINISTRATOR

STEP THREE: Site administrator requests a board agenda item to declare items “surplus.”
STEP FOUR: Once approved by board, site administrator completes rest of form, **making sure to obtain all appropriate signatures.**

Dispose

Recycle/Sell

Work_Requested: _____

Signature of person making the request

Signature of Site Asset Manager

Signature of Site Administrator

Date of Board approval

DO NOT WRITE BELOW THIS LINE

Director MOT Signature: _____ Date: _____

Assigned to: _____ Completed on: _____

NCR: Requester

Site Administrator

Asset Manager

MOT Director