

RECYCLING AND DISPOSAL OF SCHOOL PROPERTY

Items may be discarded when any of the following criteria is met:

- The item is outdated
- The item is damaged

Determination as to whether the criteria applies to items currently possessed by the Bethel Public Schools shall be made by the Director of Fiscal Services.

SCHOOL PROPERTY DISPOSAL FORM

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE TO THE BUILDING PRINCIPAL TO SIGN-OFF AND FORWARD TO DIRECTOR OF FISCAL SERVICES

SCHOOL: _____

SUBMITTED BY: _____

ITEM(S) TO BE DISCARDED: _____

REASON FOR DISCARDING: _____

PRINCIPAL: _____ DATE: _____

DIRECTOR of FISCAL SERVICES: _____ DATE: _____

THERESA D YONSKY