## Form: TA-1 TECHNOLOGY - DISPOSABLE/SURPLUS PROPERTY

## FAX: 728-7979 or EMAIL: Warehouse@carteretk12.org

Instructions: This form is used to report any surplus **TECHNOLOGY EQUIPMENT ONLY**. The form will be filled out by the school and sent to the school's Technology Support Technician for signature. Tech Support will then send the signed form to the warehouse. The Warehouse will pick up the equipment and store the form, as required, to document the property status. IF AN ITEM IS STILL WORKING, IT IS IMPORTANT THAT YOU GIVE A GOOD DESCRIPTION OF THE ITEM SO THAT IT CAN BE ADEQUATELY LISTED FOR SURPLUS AUCTION.

## THIS FORM IS ONLY FOR ELECTRONIC OR TECHNOLOGY EQUIPMENT

, it is hereby declared surplus.

(Room/Bldg)

Surplus Items are located:

Asset # OR Serial #	Item Description, Condition & Quantity	In Working Condition ?	Broken ?	Federal ?	Cannibalized for parts ?	WHSE use only