



NEWFANE CENTRAL SCHOOL

Operations & Maintenance Department
Director of Operations and Facilities
716-778-6586

DECLARATION OF SURPLUS

Before an item is removed from a building, it must be declared surplus by the Board of Education.

Item Description

Make

Model #	Age (approx. years)
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Condition

Current Location

Asset Tag #	Serial #
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Disposition (select one):			
Recycle	Auction (attach photo)	Dumpster	Scrap

Building Principal Signature

Date

Other buildings canvassed by Principal to see if item can be used or is desired in another building.

Director of Operations and Facilities

Date

District Clerk (Verifying Board Approval)

Date

Remove from Asset Inventory

CC to District Clerk for BOE to Declare

CC to Business Office if for Auction