**Title I, Part A, Record of Inventory**

**Disposition Request Form**

 (Non-Expendable Property Costing $5,000 or More Per Unit)

Prior to the disposition of Title I, Part A, assets costing $5,000 or more per unit, submit this request for approval, which must be signed by the division superintendent, to the division’s assigned Department Title I specialist via email or fax (804) 530-4518.

School Division Name:

School Division Number:

| **Name or Description of Item** | **Inventory or Serial Number** | **Date Purchased**  | **Location of Item** | **Unit Cost** | **Appraised Value (current)** | **Description of Requested Disposition** |
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Division Superintendent Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Superintendent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_