

PINELLAS COUNTY SCHOOLS
DISPOSITION OF UNSOLD ITEMS

School Name _____

INSTRUCTIONS

Quantity	Number of items planned to be disposed
Description	Description of the item to be disposed
Reason	Explanation for disposing of items
Plan for disposal	Explanation of disposal plan
Sponsor's Signature	Verifying the information on the report is accurate and complete
Date	Date sponsor signs this report
Administrator's Signature	To show acceptance of the report
Date	Date Administrator signs the report

This report should be attached to the sales report. If inventory from prior year, this report should be attached to the perpetual inventory form.

Quantity _____ Item _____

Reason for disposal: _____

Plans for disposal in accordance with established guidelines (be specific) - See Manual of Internal Fund Accounting, Chapter II - Fund Raising, Process 1, C

Account Name Account # Fundraiser

We hereby certify that the above is true and accurate.

Sponsor's Signature

Date

Administrator's Signature

Date