

School: \_\_\_\_\_ Date: \_\_\_\_\_ School Loc. # \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Return Date (if applicable): \_\_\_\_\_ Contact Person: \_\_\_\_\_

\_\_\_\_\_  
Principal / Designate Signature

Articles to be Moved	#	Pick Up Location	Drop Off Location	Donation *	Disposal *

Special Instructions: \_\_\_\_\_

*\* Please refer to Regulation DNB-R Sale or Disposal of Fixed Assets. Prior to assets being donated or disposed of, an offer should be made to all Division sites advising that that the item is available free of charge. The second step is to offer the asset for sale on an "as is" and "best offer" basis to the public. All assets to be donated or disposed of **MUST** be authorized by the Assistant Secretary/Treasurer.*

*I verify that Regulation DNB-R Sale or Disposal of Fixed Assets requirements have been exhausted \_\_\_\_\_ (Principal / Designate initials)*

**Interdivision Transfers Email to: Transportation [busing@sjasd.ca](mailto:busing@sjasd.ca) Donation/Disposal Email to: Board Office [elizabeth.roshtery@sjasd.ca](mailto:elizabeth.roshtery@sjasd.ca)**

For Office Use Only:

\_\_\_\_\_ P/U Date Entered

\_\_\_\_\_ Return Date

\_\_\_\_\_ Confirmation Sent

\_\_\_\_\_  
Assistant Secretary/Treasurer or Designate