

BALDWIN COUNTY BOARD OF EDUCATION  
REQUEST TO AUCTION OBSOLETE EQUIPMENT

1. Notice of Intention:

\_\_\_\_\_ (school or department) request the Baldwin County Board of Education's Purchasing Department to auction obsolete equipment, vehicle(s), or supplies (deemed property of the Baldwin County Board Education).

2. Submitted by:

I hereby certify that the item or items listed below are deemed to be of minimal value to the school system.

\_\_\_\_\_ Date  
(Signature of Principal, Dept. Director, or Asst. Superintendent)

Description of Item(s)	Serial Number	Property Control Number

3. Approval:

_____ Approved _____ Denied	_____	_____
	Superintendent	Date
_____ Approved _____ Denied	_____	_____
	Director of Business and Finance	Date
_____ Approved _____ Denied	_____	_____
	Business Operation Manager	Date