



Capital Asset Management
Inventory Services
15 Andrea Road
Holbrook, New York 11741
(631) 244-4292 • phone
(631) 244-4017 • fax
E-mail: ttrapani@esboces.org

District Contact Name: _____

District Contact Telephone #: _____

Item Description: _____

Make: _____

Model: _____

Serial Number: _____

Approximate purchase date/year: _____

Specifications: _____

Special Components: _____

Known Defects: _____

Working Condition: _____

Desired starting bid price: _____

Date Digital Photograph e-mailed to Capital Asset Management Office (CAM): _____

I confirm that the above information is correct to the best of my ability.

Signature

Date

Superintendent's Signature

Date

This completed form should be faxed to Eastern Suffolk B.O.C.E.S. Capital Asset Management Office at (631) 244-4017. Any questions about this form should be directed to the CAM office at (631) 244-4292.

One Request Form must be filled out for each item to be placed auctioned. If more than one of the same items is to be sold, please number each request and corresponding picture.

Important Note: Please review your district's policy on the disposal of district assets and emailing items to BOCES for auction.