

Auxiliary Services Mobile Unit

Form SF-238 Instructions

Disposal/Repair/Replacement/Relocation Requisition Instructions

- Section I Complete all header information as requested.
- Section II Complete all information for the unit for which disposal, replacement, repair, or relocation is being made. Unit information must be filled out for the year, purchase date, and serial number of said unit. Use a separate form for each unit if there is more than one request. Estimated cost of repair shall have bids or quotations attached with the initial submission of the form verifying estimates. Bids or quotations shall be itemized and include such things as cost of unit, site preparation, architectural services, electrical, permits, ramps, steps, warranties, materials, labor, etc. The estimated value of the unit being replaced shall be submitted with vendor quotation for the trade-in value of said unit. The estimated project start and end date must also be filled out for said project.
- Section III Briefly describe the request including the condition of the unit and remedy being sought.
- Section IV Ensure all applicable signatures are on the form for initial request before submitting form to the area coordinator.
- Section V When the approved unit arrives and is in place, the public school administrator may request an advance of funds for partial payment. A request for an advance can be made for up to 50% of the unit cost or the amount of invoices paid. The area coordinator shall visit the site to verify and approve this request. The partial payment is only for replacement requests and is optional. The treasurer's signature is required for a partial payment request.
- Section VI Upon completion of the work and issuance of certificates of occupancy (if applicable), and after the area coordinator onsite review is complete, complete this section. A copy of all invoices, purchase orders, and payment vouchers must be submitted as a verification of actual costs. The partial payment for the amount that was paid (if applicable) and the trade-in allowance (if applicable) are credits that are deducted from the actual cost of the project. The treasurer's signature must be on the form before submitting the form to the area coordinator.