



**FIXED ASSET DISPOSAL FORM**

**SECTION I**

*(To be completed by Administrator)*

ITEM: \_\_\_\_\_

TAG NUMBER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

LOCATION TAKEN FROM: \_\_\_\_\_

CONDITION: \_\_\_\_\_ EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_ POOR

ESTIMATED VALUE: \$ \_\_\_\_\_

**RECOMMENDED METHOD OF DISPOSAL:**

- \_\_\_\_\_ Donate to other Government Entities
- \_\_\_\_\_ Sale (Under \$2000)
- \_\_\_\_\_ Auction (Over \$2000)
- \_\_\_\_\_ Trade-In
- \_\_\_\_\_ Junk (Permanent Disposal)
- \_\_\_\_\_ Storage:  
Indicate Storage Location \_\_\_\_\_

**COMPUTER CODES**

**TREASURER'S USE ONLY:**

- \_\_\_\_\_ Destroyed (D)
- \_\_\_\_\_ Sale/Auction (GS)
- \_\_\_\_\_ Equipment Lost (L)
- \_\_\_\_\_ Stolen (ST)
- \_\_\_\_\_ Trade-In (TI)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SECTION II**

*(To be completed by Superintendent)*

ITEMS HAVING A FAIR MARKET VALUE OF UNDER \$2000 MUST BE APPROVED BY THE SUPERINTENDENT:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ITEMS HAVING A FAIR MARKET VALUE OVER \$2000 MUST BE APPROVED BY THE BOARD OF EDUCATION AND AUCTIONED:

DATE OF APPROVAL: \_\_\_\_\_

RESOLUTION NUMBER: \_\_\_\_\_

**SECTION III**

*(To be completed by Treasurer if sold)*

RECEIPT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_