



Central Office Use	
Work Order No.	
Retire Date:	

CFO

Date

FIXED ASSET DISPOSAL FORM

School/Department Requesting Disposal: ____F_____

REASON FOR DISPOSAL (check one):

- Obsolete
 - Worn out or damaged
 - Stolen or ☐ Lost
- If stolen, was an incident report
Filed with Public Safety?

• No • Yes, Date: _____
Filed by: _____

SUGGESTED METHOD FOR DISPOSAL (check one):

- Discard
- Trade
- Sale
- Auction

TAG #	DESCRIPTION	MODEL/ NO.	SERIAL #	BLDG. #	ROOM #	ITEM # (BOE use Only)

*** All Requests must be approved by the Central Office BEFORE disposal of any asset.**

Signed _____
Person Making Request Date

Approved: _____
CFO Date

Approved _____
Principal/Supervisor Date

Approved: _____
Superintendent Date

Approved _____
Federal Programs Director Date

(if purchased with Federal Program funds)