



Central Office Use	
Work Order No.	
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Retire Date:	

FIXED ASSET DISPOSAL FORM

School/Department Requesting Disposal: F

REASON FOR DISPOSAL (check one):

SUGGESTED METHOD FOR DISPOSAL (check one):

- Obsolete • Discard
- Worn out or damaged • Trade
- Stolen or Lost • Sale
- If stolen, was an incident report • Auction
- Filed with Public Safety?
- No
- Yes, Date: _____
- Filed by: _____

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

Signed _____
Person Making Request _____ Date _____

Approved: _____
CFO _____ Date _____

Approved: _____
Superintendent _____ Date _____

Approved _____
Federal Programs Director Date

(if purchased with Federal Program funds)