



<b>Central Office Use</b>	
Work Order No. _____	
Retire Date: _____	

\_\_\_\_\_  
CFO

\_\_\_\_\_  
Date

## FIXED ASSET DISPOSAL FORM

School/Department Requesting Disposal:   Federal Programs Department  

REASON FOR DISPOSAL (check one):

SUGGESTED METHOD 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: \_\_\_\_\_

- Discard
- Trade
- Sale
- Auction

TAG #	DESCRIPTION	MODEL/ NO.	SERIAL #	BLDG. #	ROOM #	ITEM # (BOE use Only)
TECH33461	Bytespeed CPU		FP#11119	8014	FP	
	ASUS Monitor			8014	FP	
	Keyboard/Mouse			8014	FP	
TECH33458	Bytespeed CPU		FP#11116	8014	FP	
	ASUS Monitor			8014	FP	
	Keyboard/Mouse				FP	

**\* 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)