



Fixed Asset Tag #: _____ School/Location: _____

Description: _____

Manufacturer: _____ Model: _____

Serial #: _____

Transfer

If school location changes, both principals or appropriate administrators must sign below.

From: _____ To: _____
Present Location (School and Classroom) New Location (School and Classroom)

Date Signature Date Signature

Disposition Request

We are requesting permission to dispose of the above item(s) because:

() Item is beyond repair/to be scrapped (list details of problem): _____

() Missing/Stolen (must be accompanied by police report): _____

() Other (please describe): _____

Date Signature of Principal/Administrator

Tech Department Approval

Approved by: _____ Date: _____

Central Office Use Only

You have permission to dispose of or move the above item(s) in the following manner:

Approved by: _____ Date: _____