

## FIXED ASSETS – DELETIONS/TRANSFER

Date: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Reason for Disposition:

**(Attach form to item and contact Warehouse for pickup if):**

- |   |  |
|---|--|
| <input type="checkbox"/> Transfer to Another Building | <input type="checkbox"/> Works         |
| <input type="checkbox"/> Obsolete                     | <input type="checkbox"/> Does Not Work |
| <input type="checkbox"/> Scrapped                     |  |

**(Complete form and send to Business Services if):**

- Theft/Burglary

Tag Number	Location	Item Type	Item Make	Serial Number	Quantity

Approved By: \_\_\_\_\_

Principal

### INSTRUCTIONS

1. When any item listed on your printout of Fixed Assets is transferred from building to building, or needs to be disposed of for any reason, please complete the form. Indicate the reason for the disposition of the fixed asset by checking one of the boxes.
2. Have form signed by the principal.
3. If the item is to be "Transferred to another Building" complete the form, listing your school/location on the "From" line and the school/location where the item is to be transferred on the "To" line, make certain to write the District ID number in the "Tag Number" column.
4. If the item "Works", is "Obsolete", "Does not Work", or is to be "Scrapped", remove the District ID sticker and attach it to the form, attach the form to the item and contact the Warehouse for pickup.
5. If the item is "Theft/Burglary", complete the form and send it with any other required forms directly to Risk Management.