

**FIXED ASSET DISPOSAL**

**TO BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE AT TIME OF DISPOSAL  
ONE ITEM PER FORM**

**ASSETS CANNOT BE DISCARDED BEFORE BOARD APPROVAL.**

ASSET NUMBER: \_\_\_\_\_ ASSET PURCHASE DATE: \_\_\_\_\_

SCHOOL/LOCATION: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

**RECOMMENDED METHOD OF DISPOSAL: (CIRCLE ONE)**

- |                          |                             |
|--------------------------|-----------------------------|
| 1. SOLD                  | 4. STOLEN                   |
| 2. JUNKED <sup>xxx</sup> | 5. DESTROYED IN CATASTROPHE |
| 3. LOST                  | 6. RETURNED FOR CREDIT      |

**DETAILED REASONING FOR DISPOSAL OF ITEM:**

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
Teacher/Staff Member Date

SIGNATURE: \_\_\_\_\_  
Fixed Asset Contact for Location Date

SIGNATURE: \_\_\_\_\_  
Principal/Supervisor Date

DATE OF APPROVAL BY SCHOOL BOARD: \_\_\_\_\_

AMOUNT OF SALE (IF APPLICABLE): \_\_\_\_\_

SIGNATURE & DATE OF ACTUAL DISPOSAL: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Superintendent

**All asset disposals must be made in accordance with Section 37-7-451, et, Seq. Mississippi Code**