

FIXED ASSET REQUEST TO SELL

TO BE COMPLETED BEFORE ADVERTISING TO SELL
ONE ITEM PER FORM

ASSET NUMBER: _____

SCHOOL/LOCATION: _____

ITEM DESCRIPTION: _____

SERIAL NUMBER: _____

REASON ITEM IS BEING SOLD:

SIGNATURES APPROVING TO SELL:

SIGNATURE: _____
Principal/Supervisor Date

SIGNATURE: _____
Business Manager Date

SIGNATURE: _____
Superintendent Date

SIGNATURE: _____
Board President Date