

## REGIONAL SCHOOL DISTRICT 17

**FIXED ASSET DISPOSAL FORM**

UPON COMPLETION, PLEASE FORWARD TO THE FINANCE DEPARTMENT

(PLEASE ATTACH COPY OF THE BILL OF SALE IF APPLICABLE)

Asset Tag# : N/A

Asset Description: 1 21 cu refrigerator

Model: GE

Serial# : TL225549

Original Acquisition Amount: \$ Came with building

Condition of Asset at disposal: (Check One) Good x Fair Good x Poor

Disposal Method: (Check One) Trade-In Destroyed X Donated

Disposal Date: ASAP

Trade Value (if applicable): \$

Sales Amount (if applicable): \$

Department Requesting Disposal: HKMS Science

Explanation/Reason for Disposal: Not working

Requested by: Dolores Bates DBates Date: 1/25/2021

**For Financial Services Use Only**Finance Review By: Dr. HagemanApproved By (if applicable): 2-2-21Entered By: Date: 1/28/21Date: 2-2-21Date:

## REGIONAL SCHOOL DISTRICT 17

## FIXED ASSET DISPOSAL FORM

## UPON COMPLETION, PLEASE FORWARD TO THE FINANCE DEPARTMENT

(PLEASE ATTACH COPY OF THE BILL OF SALE IF APPLICABLE)

Asset Tag# : N/A

Asset Description: 4 Wrestling mats

Model: ?

Serial#: ?

Original Acquisition Amount: \$ N/A - Used mats that were purchased through our PTO pre 2012

Condition of Asset at disposal: (Check One) Fair Good ~~Poor~~ x

Disposal Method: (Check One) Sale Trade-In Junked x Destroyed Donated

Disposal Date: ASAP

Trade Value (if applicable): \$

Sales Amount (if applicable): \$

Department Requesting Disposal: HKMS Athletics

Explanation/Reason for Disposal: Mats are old, ripped and moldy - Unsanitary.

Requested by: Dolores Bates Adriana Bates Date: 1/25/2021

## For Financial Services Use Only

Finance Review By: [Signature] Date: 1/28/21

Approved By (if applicable): Dr. Hoogen August Date: 2.2.21

Entered By:  Date: