

BILLINGS PUBLIC SCHOOLS

Fixed Asset Disposal / Transfer Form

District Fixed Asset Tag Example

Billings Public Schools Tag # 012345 P.O. # _____

Status Codes:

A. Disposed (Sent to Warehouse) B. Stolen (Police report to be attached) C. Request transfer to another site	D. Already transferred to another site E. Other (Explain on line)
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Status Code (See Above)	Asset Tag # (Equip. Only)	Description	Make (If no Tag#)	Model Number (If no Tag #)	Serial Number (If no Tag #)	Reason for Disposal/Transfer	Qty	Destination (For site transfers)

Resp. Person Originator (print) _____ Resp. Person Transferred to (or Warehouse): _____

Signature _____
 Location # ___ Location Name _____

Signature _____
 Date _____

Please all that apply: Fixed Asset Accounting copy (Status codes C,D,E, send to Lincoln Ctr, Rm 207)
 Warehouse copy (for status code A, B, E only)