

COLUMBIA SCHOOL DISTRICT
FIXED ASSET ACCOUNTABILITY SYSTEM

Request to Dispose of Fixed Assets

Form

- () Beyond Repair
- () Trade-In
- () Missing or Stolen
 (Attach Copy of Police Report & Complete Notary
 Section at the Bottom of Page)
- () Other
 (Attach Description)

Tag	Description	Serial Number	Location	Room	Date Purchased
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

 Date _____
Signature of Custodian

This form is to be used when requesting to dispose of fixed assets (remove them from inventory).

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for
 _____ County, in the State of Mississippi, the above named individual,
 who, being first duly sworn, state on their oaths that the above facts are true and correct to the
 best of their knowledge.

GIVEN UNDER MY HAND AND OFFICAL SEAL, this the ____ day of _____,
 20___.

 Notary Public