



TEXTBOOKS, EQUIPMENT, OR FIXED ASSETS DISPOSITION FORM

St. Mary's County Public Schools

Dispose
 Transfer
 Store

School/Department: _____ Contact Name: _____ Date: _____

DIRECTIONS: Complete section A for textbooks.
Complete section B for equipment or fixed assets.

SECTION A – TEXTBOOKS

Title and Author of textbook: _____
 Number of copies to discard: _____ Copyright date: _____ Reason for discard: _____

Disposition: Auction Discard Store for future use
 Transfer to: _____

Supervisor's Signature _____
Date

Purchasing Officer's Signature _____
Date

I verify that the above items were picked up _____
Date _____
I verify that the above items were transferred _____
Date

SECTION B – EQUIPMENT OR FIXED ASSETS

Type of equipment/fixed asset or furniture: _____
 Manufacturer: _____ Model: _____
 Fixed Asset barcode: _____ Serial #: _____

Reason for discard: _____

Supervisor's Signature _____
Date

Purchasing Officer's Signature _____
Date

I verify that the above items were picked up _____
Date _____
I verify that the above items were transferred _____
Date