



SAU 70

Dresden, Hanover, and Norwich School District
Business & Finance
41 Lebanon Street, Suite 2
Hanover, NH 03755

Policy DN – Disposal of District Property – Notification Form

Asset Disposal Form

This form is to be completed when it is deemed necessary to dispose of a fixed asset item.

1. Complete this disposal form; attaché additional items list(s) if necessary
2. Send the form to the Finance Office at the SAU
3. Dispose of the item/s as specified
4. If applicable, remove all SAU70 & subsidiary district’s software from computer hard drives

ITEM DESCRIPTION (complete all areas):

Quantity _____
 Description _____
 Manufacturer _____ Model# _____
 Serial number _____
 Asset Key _____ Tag# _____
 Location _____

REASON FOR DISPOSAL (indicate applicable reason/s):

_____ uneconomical to repair _____ no longer useful for school purposes
 _____ unable to repair _____ stolen

METHOD OF DISPOSAL (indicate one method):

_____ recycle _____ junk/destroyed _____ donate, to
 whom _____
 _____ sale - to whom _____ amount _____
 _____ N/A, explain _____

APPROVAL

Dated

Administrator/Director Signature or Designee

Dated

Superintendent/Business Admin. Signature or Designee

FOR OFFICE USE ONLY: Date in Service _____ Original Cost _____
 Entered _____ Board Approval (if necessary) _____