

Tommy Branch
Superintendent of Education

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Anetia Beal-Norsworthy, District 1
Wilma Taylor, District 2
George Alsworth, District 3
Al Smith, District 4
Dorcus Reynolds, District 5
Marcus Evans, Board Attorney

ASSET DISPOSAL REPORTING FORM FA-C

All asset disposals must be made in accordance with School Board Policy and appropriate MS Codes

NOTE: IF FIXED ASSET HAS BEEN LOST OR STOLEN, ATTACH COPY OF COMPLETED FORM FA-C TO COMPLETED FORM FA-F, LOST OR STOLEN PROPERTY AFFIDAVIT, AND SUBMIT BOTH TO DFAC.

ASSET TAG# _____ SERIAL # _____

ASSET DESCRIPTION: _____

SCHOOL: _____ WING/BLDG: _____ ROOM: _____

REASON FOR REQUESTING DISPOSAL: _____

SIGNATURE OF EMPLOYEE DATE SIGNATURE OF BUILDING ADMIN/PRINCIPAL DATE

SIGNATURE OF BFAC DATE SIGNATURE OF COMPUTER TECHNICIAN DATE

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

DATE OF APPROVAL BY BOARD _____

METHODS OF DISPOSAL (CHECK ONE)

SALE AMOUNT RECEIVED FROM SALE \$ _____ RECEIPT # _____

SALVAGE _____ DONATION _____ LOST _____ STOLEN _____ DESTROYED

OTHER DISPOSAL (EXPLAIN) _____

THIS PART TO BE COMPLETED BY DISTRICT FIXED ASSET COORDINATOR (DFAC)

- SCHEDULE ITEM PICK-UP FOR TRANSFER TO DFASC (if applicable)
 - ITEM RECEIPT AT DFASC: LOCATION _____ DATE RECEIVED _____
 - UPDATE MARATHON LEDGER TO RECORD TRANSFER OF ASSET TO DFASC
 - PRINT/MAIL/POST FORM FA-G, ROOM REPORTS (**BFAC** AT TRANSFERRING LOCATION AND **DFAC** AT DFASC)
 - ADD FIXED ASSET TO FORM DFAC-A, BOARD APPROVAL DOCUMENT FOR DELETION
- AFTER DISPOSAL -**
- UPDATE MARATHON LEDGER TO DELETE FIXED ASSET
 - PRINT/POST FORM FA-G, ROOM REPORT AT DFASC (ITEM NO LONGER IN DFASC)
 - FILE IN "DELETIONS NOTEBOOK" WITH ALL SUPPORTING DOCUMENTS/APPROVALS

SIGNATURE OF DFAC

DATE DISPOSED

DISTRIBUTION/FILING INSTRUCTIONS
1 – ORIGINAL – BFAC FILE
2 – COPY – DFAC
3 – COPY ATTACHED TO ITEM FOR TRANSFER TO DFASC IF APPLICABLE