

**FORT MILL SCHOOL DISTRICT
FIXED ASSET DISPOSAL FORM**

School/Department Name: _____

Disposal requested by: _____ Request Date: _____

Asset pick-up location _____

Fixed Asset Tag #: _____ **Tag color:** White () Red () Green ()
Spec Serv. CATE

Asset Description: _____

****(IMPORTANT: Complete section below- if no serial # put N/A)***

****MAKE:*** _____

****MODEL:*** _____

****SERIAL:*** _____

Condition of Asset: _____

Is Asset covered by Warranty? Yes _____ No _____

Age of Asset (approximate if known) _____

Action Requested: Recycle _____ Dispose _____

Authorized Signature: _____ **Date:** _____

(Circle one)

_____ Date disposal form *mailed or scanned* to Finance Dept. Attn. Carrie Blackwell

Name/date of person that picked up and disposed of the item.
Tech. Dept. please return form to Finance Dept. after disposal

District Office use only:

_____ Work order number

Date removed from iVisions inventory: _____ *by:* _____

Item not listed _____

Revised 12/20/16