



**SALE OF FIXED ASSET FORM**

**School/Department Name:** \_\_\_\_\_

Sale requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_

Building Location: \_\_\_\_\_ Location of item \_\_\_\_\_

**District Asset Tag #:** \_\_\_\_\_

Detailed Description of the Asset: \_\_\_\_\_

\_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Working Condition of Asset as of today: \_\_\_\_\_

\_\_\_\_\_

Include any issues, missing parts, etc.

Age of Asset (approximate if known) \_\_\_\_\_

Capital Inventory: (Purchased for \$5,000 or more) Yes \_\_\_\_\_ No \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**District office use:**

Date removed from inventory: \_\_\_\_\_