Colorado Springs School District 11
Board of Education Policy
DID-E-2, Fixed Asset Disposition Form, Exhibit
to Policy DID, General Fixed Assets
Reviewed April 6, 2018

COLORADO SPRINGS SCHOOL DISTRICT NO.11
FIXED ASSET DISPOSITION FORM

From: _____ Location: _____ Date: _____

(Name of Principal/Dept. Head) (Site and Location Number)

AV/Asset Number	Description of Asset	Code	For Code TS Identify New Site	Condition of Asset	Serial Number	Asset Cost	Receiving Signature for Transferred Assets

Transaction Codes:
M - Missing
TW - Transfer to Warehouse
TS - Transfer to another Site
S - Stolen

APPROVAL: _____ Date: _____

Signature of Principal or Supervisor)

White: Site of Disposition Pink: Receiver of Asset Yellow: Fiscal Services

Form No. 88519