



Tate County School District

Asset **DISPOSAL** Reporting Form

All asset disposals must be made in accordance with Section 37-7-451, et. seq., Mississippi Code.

To be completed by School / Department

Asset Tag #: _____ Serial #: _____

Asset Description: _____

School / Site: _____ Bldg #: _____
Room #: _____

Reason for Requesting Disposal: _____

(If lost, stolen, or other disappearance, attach **Lost or Stolen Property Affidavit**. In case of theft, robbery, or mysterious disappearance, attach a copy of Police/Sheriff report.)

Signature – Employee Responsible for Asset Date

Signature – Principal / Director Date

Submit form to Business Office after completion.

To be completed by Business Office (below)

Date approved by School Board: _____ Date Disposed: _____

Method of Disposal (Check ONLY one):

Sold

Junked

Scrapped

Surplus Property

Lost

Stolen

Other Disposal (Explain): _____

Acquisition Date of Asset: _____

Asset Cost: _____

Asset record updated by: _____

Date: _____

Signature – Business Manager

Date