CALCASIEU PARISH SCHOOL BOARD

Disposition of Surplus or Obsolete Assets

| School/Dept:_ | | Loc Code: | Date: |
|---|-------------------|--------------|---------|
| | | , | |
| ASSET ID # | MAKE/MODEL | SERIAL # | STATUS |
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| (FOR FEDERAL PROGRAMS OR SPECIAL SERVICES APPROVAL SIGNATURE ONLY) | | | |
| NOTE : <u>Signed approval</u> from Federal Programs (Red Tag) or Special Services (Blue Tag) <u>must</u> be received before these assets will be removed as Surplus or Obsolete. | | | |
| Federal Programs | /Special Services | | _ Date: |
| (PRINCIPAL OR DEPARTMENT HEAD MUST SIGN) | | | |
| The asset(s) listed are submitted for disposal or recycling . It does not include any technology items i.e. CPUs, desktop towers, laptops, and iPads. ALL Federal Programs | | | |
| (Red Tag) and Special Services (Blue Tag) items have been approved by signatures from the respective department. | | | |
| Principal/Dept Head Signature: | | | Date: |
| (FOR TECH SUPPORT AND FIXED ASSETS USE ONLY) | | | |
| Once the checket annual control of the distance of the the form | | | |
| Once the obsolete process is completed, Fixed Assets will sign off on the form. | | | |
| Fixed Assets Com | npleted: | | Date: |