



Public Schools of the Tarrytowns

FIXED ASSET DISPOSAL FORM

This form is to be completed when it is deemed necessary to dispose of a fixed asset item.

1. Complete this disposal form
2. Send the form to the Business Office
3. Dispose of the item/s as specified
4. If applicable, remove all District software from computer hard drives

ITEM DESCRIPTION (complete all areas):

Quantity _____

Description _____

Manufacturer _____ Model # _____

Serial number _____

Asset Key _____ Tag # _____

Location _____

REASON FOR DISPOSAL (indicate applicable reason/s):

- _____ uneconomical to repair
- _____ no longer useful for school purposes
- _____ unable to repair
- _____ stolen

METHOD OF DISPOSAL (indicate one method):

- _____ recycle
- _____ junk
- _____ donate
- _____ sell

Notes: _____

APPROVAL

Dated

ADMINISTRATOR'S SIGNATURE

Dated

ASST. SUPERINTENDENT FOR BUSINESS

FOR OFFICE USE ONLY:

Date in Service _____ Original Cost _____ Entered _____ Board Approval _____