

Appendix K

Fixed Asset Disposal Form

Kosciusko School District

Blue Tag # _____ Green Tag # _____ Date: _____

Please check the appropriate box:

☐ District Purchase ☐ Federal Purchase ☐ ESSER Purchase ☐ SPED Purchase

Location:

<input type="checkbox"/> Kosciusko Lower Elementary	<input type="checkbox"/> Kosciusko Middle Elementary
<input type="checkbox"/> Kosciusko Upper Elementary	<input type="checkbox"/> Kosciusko Junior High School
<input type="checkbox"/> Kosciusko High School	<input type="checkbox"/> Special Education Office
<input type="checkbox"/> Alternative School	<input type="checkbox"/> Central Office

Room # _____

Description of Item : _____

Please Check the appropriate circle:

☐

Item is beyond repair and will be scrapped

☐

Item is missing or stolen (Police Report MUST be attached)

☐

Other _____

Principal Signature: _____ Date: _____

Fixed Asset Manager Signature: _____ Date: _____

For Office use ONLY: Funded by Federal Programs