



**CANTON PUBLIC SCHOOL DISTRICT**  
**Office of Business and Finance**

**Tony Foster**  
*Director*  
**Tracy Lewis**  
*Assistant Director*

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## Asset Disposal Reporting Form

To be completed by School/Department

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Asset Tag #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Asset Description: \_\_\_\_\_

School/Department #: \_\_\_\_\_

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 the police/sheriff report.)

\_\_\_\_\_  
Signature – Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Principal/Director

\_\_\_\_\_  
Date

**Submit form to Fixed Assets Office after Completion**

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### To be completed by Fixed Assets Office

DATE APPROVED BY BOARD: \_\_\_\_\_ DATE DISPOSED: \_\_\_\_\_

\_\_\_\_\_  
Signature – Fixed Assets

\_\_\_\_\_  
Date

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**“Perseverance Conquers All”**

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