FIXED ASSET DISPOSAL FORM

SCHOOL/DEPT._____ LOCATION # _____

REQUESTED BY: _____ TITLE: _____ DATE: _____

----------INSTRUCTIONS----------

List below items on fixed assets inventory that are obsolete, broken, or non-repairable to be picked up by the Warehouse.

	TAG NUMBER	DESCRIPTION
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Date Processed: _____

	STATUS OF FIXED ASSET: A – AUCTION	J – JUNKED	R – REPAIRED	P - PARTS
1.	A ☐	J ☐	R ☐	P ☐
2.	A ☐	J ☐	R ☐	P ☐
3.	A ☐	J ☐	R ☐	P ☐
4.	A ☐	J ☐	R ☐	P ☐
5.	A ☐	J ☐	R ☐	P ☐
6.	A ☐	J ☐	R ☐	P ☐
7.	A ☐	J ☐	R ☐	P ☐

White – Property Control
Yellow – Warehouse
Pink – Returned to School/Department

----------ATTENTION----------

Upon evaluation, the Warehouse/Tech Support may determine that items are repairable and may not dispose of them. The School/Department does not have to keep the items on inventory; however, Purchasing will determine if the items are to be replaced.

_____ _____

Principal/Department Head **Warehouse/Tech Support**

Warehouse/Tech Support Services use only – For Pick up

DATE OF PICK-UP:_____ **RECEIVED FROM:** _____

Location

BY WHOM: _____