

EQUIPMENT and FIXED ASSET DISPOSAL FORM

--- Contact Business Manager prior to starting disposal of any equipment or other fixed assets ---

- 1) If the equipment/vehicle was purchased using Tech Ed State Grant funds, see the back for specific State Board Rule 2396 instructions prior to disposal.
 - 2) If estimated value is over \$10,000, prior approval from funding source is required.
 - 3) Regardless of value and funding source, provide copy(s) of the advertising used to post the sale.
 - 4) Please attach check or money order to this form
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The following item will be/has been disposed of. Please remove from the Fixed Asset Records and/or the Grant Inventory list:

Description:

Make:

Model:

Serial Number:

Trashed: Yes No

Sold: Yes No

Traded In: Yes No (If Traded, provide brief description of replacing item and complete an acquisition form for new item)

Date of Disposal:

If sold:

Name & address of Purchaser:

Amount of Sale:

Prepared by: _____ Date: _____

Submit completed form to Central Office attention Shari Harris

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State Board Rule 2396 Equipment: Inventory, Maintenance

1. An inventory of equipment purchased with state and federal funds shall be up-dated and maintained at each school making such purchases. The inventory shall include at least the following: source of funds used, date of purchase, generic name, brand name, model, serial number, quantity, program assignment, and location.

2. Disposal of equipment When a school is disposing of equipment purchased with state or federal funds, it shall dispose of it in the following order of priority:

A. The equipment shall be moved to another state approved technical education program within the school and the inventory updated; or

B. The equipment shall be sold to other schools that operate state approved technical education programs and the inventory updated; or

C. The equipment shall be offered for sale on the open market and the Agency notified before the sale.

4. When equipment purchased with state funds as part of a construction project or with federal funds with a current value of \$ 5000 or more and it is sold, a school shall refund to the state or federal government the same percentage of the sale price as the percentage of the purchase price covered by state or federal funds.

Prepared by: _____

Date: _____

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