

ASSET DISPOSITION FORM

Disposal

LOCATION OF ASSET	ASSET ID TAG #	DESCRIPTION	MANUFACTURER	MODEL	SERIAL NUMBER	DATE TAKEN OUT OF INVENTORY	SELLING PRICE (IF SOLD)	ADDITIONAL INFORMATION

Attach asset id tags:
May use additional sheets if necessary.

Principal's Approval _____ Date _____

Work order entered by: _____ Date _____

Picked up by: _____ Date _____

Fixed Asset Clerk's Signature _____ Date _____