

**Neshoba County School District
Fixed Asset Form
Deletion of Equipment**

Asset #
Location/Room#:
Description of Equipment:
Serial Number:
Deletion Reason:
Method of Disposal: (Technology Department) (Please Circle Option Listed Below)
T-Trashed S-Sold R-Recycled ST-Stolen WR-Warranty Replacement

ANY DELETIONS OF EQUIPMENT SHOULD BE REPORTED TO THE CENTRAL OFFICE.
THE FIXED ASSET TAG SHOULD BE REMOVED AND STAPLED TO THE DELETION FORM.
IF THE EQUIPMENT WAS PURCHASED WITH FEDERAL OR SPED FUNDS, THE PROGRAM
COORDINATOR MUST APPROVE PRIOR TO CENTRAL OFFICE.

PRINCIPAL/SUPERVISOR APPROVAL SIGNATURE	DATE
FEDERAL PROGRAMS OR SPECIAL EDUCATION	DATE
RESPONSIBLE PERSON	DATE
TECHNOLOGY APPROVAL	DATE

BOARD APPROVED