

Stone County School District Request for Disposal of Fixed Assets *

Fixed Asset Number: _____

Location _____ Building Number: _____ Room Number: _____

Description of Item: _____

Type of Disposition: Sold (01): _____ Scrapped (02): _____ Trade-In (03): _____

Donated (04): _____ Other (5): _____ Non-Capitalized (06): _____

Damaged by Hurricane (07): _____ Lightning Damaged (08): _____

Returned to Vendor (09): _____

Teacher \ Staff Signature: _____

Approval Principal \ Supervisor: _____

Approval Technology Director: _____
(Technology Equipment Only)

Approval Federal Program Director: _____
(Title, Sped or Child Nutrition Equip.)

Approval (Superintendent): _____

Date Board Approved: _____

Date Removed from Inventory: _____

Note: When asset is no longer needed or useful for school purposes, it must be declared surplus property by the school board.

For County Office Use Only:

Fund Code: _____ **Federal Code:** _____

*To be completed on location and submitted to the Central Office for approval