FIXED ASSET DISPOSITION AND TRANSFER FORM

BELLVILLE INDEPENDENT SCHOOL DISTRICT

DATE_____

Location/Bldg

Sub-Location/Bldg

Sub-Location/Bldg

Quantity	Item Description/Brand/Model	Serial #	Property Scan # (white)	Room ID Code#(white)

Principal or Department Head Releasing Equipment Principal or Department Head Receiving Equipment

Comments: _____

PERMIT TO DISPOSE OF PROPERTY

Give reason for disposal: Broken____ Worn out____ Obsolete____ Vandalized ____ Fire____ Theft____ Disappeared_____

Business Office Approval

Maintenance/Final Signature

INSTRUCTIONS FOR INTER-TRANSFERS

- 1. Releasing party completes the form with signature and sends to the Business Office.
- 2. The Business Office makes arrangements for transfer and transfers item.
- 3. Receiving party acknowledges receipt by signature and returns the form to maintenance.
- 4. Maintenance forwards the form back to the Business Office.