

ITEM REMOVAL (Lost or Stolen Items must use LOST OR STOLEN PROPERTY AFFIDAVIT FORM)

Prepared Date _____ By _____ School _____

PLEASE REFER TO YOUR FIXED ASSET INVENTORY LISTS TO COMPLETE THE FOLLOWING INFORMATION

(1) Identifying Control Number _____ *(2) Type _____ (3) Item No. _____

(4) Description of Item _____

(5) Manufacturer _____ (6) Model No. _____

(7) Serial No. _____ (8) Location _____ (9) Room _____

(10) Date Purchased _____ (11) Value on Books _____

*(12) Reason Code _____ **(13) Disposition Method Code _____

(14) Funds used for purchase _____

Board President _____ Date _____

Property Manager _____ Date _____

Principal/Department Head Responsible for Property _____ Date _____

Employee Responsible for Property _____ Date _____

*(12) Disposition reason: 1-Technical obsolescence 2- No longer servicable 5- End of Lease
6- Trade-in 7- Other (explain)

** (13) Disposition method: 1-Sale 3-Gift (to whom, why) 4-Returned to Lendor or Lessor
5- Scrapped 6-Trade-in 7-Other (explain)

Central Office Use Only:

Date entered into computer _____ Fixed Asset Acct: 8100 _____

Entered by _____

General Journal No. _____