ROSS-PIKE COUNTY ESD

FIXED ASSET DISPOSAL FORM

SECTION I
(TO BE COMPLETED BY EMPLOYEE REQUESTING DISPOSAL)

ITEM_____

TAG NUMBER _____ SERIAL #_____

LOCATION TAKEN FROM_____
(BUILDING/ROOM OR UNIT)

CONDITION _____ ESTIMATED VALUE_____

RECOMMENDED METHOD OF DISPOSAL:

☐ DONATE TO OTHER GOVERNMENT ENTITIES
☐ SALE (UNDER $2,000)
☐ AUCTION (UNDER $2,000)
☐ JUNK

SECTION II
(TO BE COMPLETED BY SUPERINTENDENT)

ITEMS HAVING A FAIR MARKET VALUE OF UNDER $2,000 MUST BE APPROVED BY THE SUPERINTENDENT

☐ APPROVED ☐ DISAPPROVED

_____ _____
SIGNATURE DATE

ITEMS HAVING A FAIR MARKET VALUE OVER $2,000 MUST BE APPROVED BY THE BOARD OF EDUCATION AND AUCTIONED.

DATE OF APPROVAL _____
RESOLUTION NUMBER _____

SECTION III
(TO BE COMPLETED BY TREASURER IF SOLD)

RECEIPT NUMBER _____ DATE_____

5/95