

ASSET DISPOSAL FORM

THIS FORM CAN BE USED FOR THE DISPOSAL OF BOTH MAJOR ASSETS AND MINOR EQUIPMENT

PLEASE SEND ORIGINAL DOCUMENTS TO:

(If unit value is >\$250 and total value is greater than \$1000, Board Approval Is Required)

SCHOOL/DIVISION _____

ORGANIZATION CODE 699-Meriwether

CONTACT _____

PHONE NUMBER _____

ASSET DESCRIPTION	ASSET NUMBER	SERIAL NUMBER	LOCATION	CONDITION CODE	REASON FOR DISPOSAL CODE	METHOD OF DISPOSAL CODE	AGE OF ASSET (YEARS)	EXPECTED DATE OF DISPOSAL	Est Value	COMMENTS
*SOLD/DONATED TO:			*SALE PRICE							

RECOMMENDED BY (PRINT NAME): _____ DATE _____

APPROVED BY: (Director/Principal- PRINT NAME) _____ DATE _____

RECOMMENDED SIGNATURE _____

APPROVED SIGNATURE _____

PROCESSED/FILED BY: _____ DATE: _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

ASSET OFFICE USE

CONDITION CODE	REASON FOR DISPOSAL CODE	RECOMMENDED METHOD OF DISPOSAL CODE
P - Poor F - Fair G - Good	B - Beyond economic repair requirements O - Obsolete R - Replaced by upgrade	C - Computer recycle scheme I - Already scrapped without approval Tender/sold S - Scrap
E - Excellent	S - Surplus to T - Theft	*D - Donated *T - *TI - Trade-in