

NORTH SALEM CENTRAL SCHOOL DISTRICT

230 June Road
North Salem, NY 10560

FIXED ASSET DISPOSAL FORM

Instructions: Please enter information related to fixed asset disposal. In the cell labeled "Asset Tag #", enter the asset identification number located on the asset tag, this is required information. Please note in the final column if the asset is being surplused (stored with final disposal to be determined later), sold or discarded. The person initiating should complete the cells below and sign/date, the appropriate administrator should sign/date and the form should go to the business office.

<i>Location</i>		<i>Asset Tag #</i>	<i>Asset Description</i>	<i>Manufacturer</i>	<i>Model Number</i>	<i>D - Discarded S - Surplused *Sold - Sold</i>
<i>Bldg</i>	<i>Room/Dept</i>					
Comments:						

* All items to be sold must be bid and processed through the business office.

Authorizations / Signatures for Disposal

1) _____
Employee/Initiator of Asset Disposal Date

3) _____
Asst. Superintendent for Business Admin. Date

2) _____
Administrator Date

4) _____
Accounts Payable/ Asset Removed from Fixed Asset Inventory Date

Once signed by the administrator, please forward to the Assistant Superintendent for Business Administration to begin Board of Education approval process.