



NORTH TIPPAH SCHOOL DISTRICT



Phone: 662-837-8450 Fax: 662-837-8455

Request for Disposal of Property

Location of Property: _____ **Date:** _____

Attach inventory sticker and be sure the number is written on the equipment.

<u>Description</u>	<u>Asset #</u>	<u>Serial #</u>	<u>Cost</u>	<u>Reason for Disposal</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The items listed above are items that cannot be repaired. We request approval from the board to dispose of these items.

Employee's Signature

Property Manager or Principal

Date