**WEST POINT CONSOLIDATED SCHOOL DISTRICT**

**FIXED ASSET DELETION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepared By** |  | **Date** |  | **Location** |  |

Please refer to your Fixed Asset Reports to complete the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1) Identifying Tag No.** |  | **2) Type** |  | **3) Item #** |  |

|  |  |
| --- | --- |
| **4) Description of Item** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5) Manufacturer** |       | **6) Model #** |       | **7) Serial #** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8) Quantity** |       | **9) Location** |       | Room |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **10) Date of Disposition** |       | **11) Value on Books** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*12) Reason Code** |       | **\*13) Method Code** |       |

|  |  |
| --- | --- |
| **14) Fund Number** |       |

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PRINCIPAL/DEPARTMENT HEAD**

**Date Disposition Approved by Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*12) Disposition Reason: 1 – Technical obsolescence 2 – No longer serviceable 3 – Theft or vandalism

 4 – Casualty loss 5 – End of lease 6 – Other (please describe)

\*13) Disposition Method: 1 – Sale 2 – Loss by theft 3 – Gift 4 – Returned to lender or lessor

 5 – Scrapped 6 – Trade-in 7 – Other (please describe)

**CENTRAL OFFICE USE ONLY: ENTERED INTO THE COMPUTER BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DATE ENTERED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**