

**Fixed Asset Inventory**

**(Personal Property)**

**Disposal Form**

Asset ID #: \_\_\_\_\_

Item Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_

Model #: \_\_\_\_\_

Room: \_\_\_\_\_

School/Location: \_\_\_\_\_

Requesting permission to dispose of the above item because (check all that apply):

\_\_\_\_ Lost or Stolen (attach copy of police report)

\_\_\_\_ Can't repair

\_\_\_\_ Scrap item

Comments:

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Technology Coordinator (required on ALL technology items):

\_\_\_\_\_

Date: \_\_\_\_\_