

Walthall County School District Fixed Assets Disposal Request Form

Instructions: This form should be used whenever equipment needs to be removed from inventory. Fill in all information for each item that needs to be disposed. The site, building and room numbers can be obtained from a fixed asset room location map. The school Principal and the employee requesting the disposal should sign this form. The employee and the school office should retain a copy for their records. The original should be forwarded to the district office. The equipment must remain in the possession of the employee until authorization for removal has been obtained from the school board.

Tag Number	Item	Serial Number	Reason for Disposal	Location		
				Site	Bldg	Room

Signature of School Principal

Date

Signature of Person Requesting Disposal

Date