

Forest Hills School District

Asset Disposal Form

(Please complete Sections I and send to the Central Office)

(Once approved, the form will be returned to you for disposal and the completion of Section III)

(Return completed original form to the Treasurer's Office. Retain a copy for your records)

Location of Asset:

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration Building | <input type="checkbox"/> Maintenance Building | <input type="checkbox"/> Transportation Garage |
| <input type="checkbox"/> Anderson High School | <input type="checkbox"/> Mercer Elementary School | <input type="checkbox"/> Turpin High School |
| <input type="checkbox"/> Ayer Elementary School | <input type="checkbox"/> Nagel Middle School | <input type="checkbox"/> Wilson Elementary School |
| <input type="checkbox"/> Food Service/Transportation Building | <input type="checkbox"/> Sherwood Elementary School | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Maddux Elementary School | <input type="checkbox"/> Summit Elementary School | <input type="checkbox"/> Other _____ |

SECTION I – Request for Disposal of Asset

Tag #: _____

Item: _____ Quantity: _____ Serial #: _____

Reason for Disposal: _____

Method of Disposal: _____

Signature of Administrator / Supervisor: _____ Date: _____

SECTION II – Approval (Central Office)

Date Received: _____ Approved: _____ Denied: _____

Signature of Central Office Administrator: _____ Date: _____

SECTION III – Disposal of Asset

If traded in or sold, amount received: _____
(copies of all documentation required)

Date of Disposal: _____

Signature of Administrator / Supervisor: _____ Date: _____

To be completed by Treasurer's Office:

Date system updated: _____

Treasurer's Office Signature: _____