

FIXED ASSETS

DISPOSED OR RETIRED ASSETS

VALUED AT \$500 OR MORE

- | | |
|------------------------------|--|
| <input type="checkbox"/> KES | <input type="checkbox"/> BWS |
| <input type="checkbox"/> KMS | <input type="checkbox"/> LPS |
| <input type="checkbox"/> KHS | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> VES | <input type="checkbox"/> District Office |
| <input type="checkbox"/> VHS | <input type="checkbox"/> Other _____ |

Asset Tag Number: _____ **Serial Number:** _____

Asset Description: _____

Date of Disposal: _____

Reason for Disposal: _____

Method of Disposal:

- Destroyed (explain) _____
- Junk or Scrap (explain) _____
- Sold (explain) _____
- Salvaged/Reuse (explain) _____
- Traded (explain) _____
- Other: _____

Sale Proceeds (if any): _____

Signature of Person Initiating Disposal: _____

Approval Signature: _____

Principal or Other Responsible Party