

If a piece of equipment is purchased with Career Tech funds, before it can be moved or discarded, you **MUST** complete this form and have it signed and dated by your school principal. A copy **MUST** be sent to Career Tech

**IF IT BECOMES NECESSARY TO REMOVE A FIXED ASSET FROM INVENTORY, USE THE FORM BELOW TO MAKE THIS REQUEST. THIS FORM IS ALSO USED TO REPORT CHANGES OR INFORMATION ERRORS. ONCE IT IS APPROVED, IT WILL BE YOUR RECORD TO PROVE WHY YOU NO LONGER HAVE THIS ITEM IN YOUR SCHOOL. IT MAY BE RETAINED FOR THE AUDITORS. IT IS ATTACHED TO THE SCHOOL'S COPY OF THE FIXED ASSET INPUT SHEET OR THE FIXED ASSET INVENTORY SHEET. IF THESE FORMS HAVE BEEN TRANSFERRED TO ANOTHER SCHOOL, THE DISPOSITION FORM IS SIMPLY FILED IN PLACE OF THE MISSING FORM, BY THE FIXED ASSET NUMBER.**

### FIXED ASSET CHANGE OR DISPOSITION FORM

SCHOOL: \_\_\_\_\_

FIXED ASSET CONTROL #: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

CHANGE TO BE MADE:

( ) LOCATION: \_\_\_\_\_  
From Present Location To New Location (School or Classroom)

( ) QUANTITY \_\_\_\_\_ TO \_\_\_\_\_ SERIAL # OR DESCRIPTION \_\_\_\_\_  
Notice: Change in Quantity requires explanation below

( ) OTHER \_\_\_\_\_

### DISPOSITION REQUEST

We are requesting permission to dispose of the above item(s) because:

( ) Item beyond repair/to be scrapped \_\_\_\_\_

( ) Trade-In on: \_\_\_\_\_

( ) Missing/Stolen: \_\_\_\_\_

( ) Other: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature