



NORTH PANOLA SCHOOL DISTRICT

Central Office

470 Hwy 51 North Sardis, MS 38666
Phone: (662) 487-2305 Fax: (662) 487-2050

Cedric Richardson, Superintendent

"Providing a Quality Education for All Students"

Asset **DISPOSAL** Reporting Form

All asset disposals must be made in accordance with Section 37-7-451, et. Seq., Mississippi Code.

To be completed by School/Department

Asset Tag # _____ Serial #: _____

Asset Description: _____

School / Site: _____

Building #: _____ Room #: _____

Reason for Requesting Disposal: _____

(If lost, stolen, or other disappearance, attach **Lost or Stolen Property Affidavit**. In case of theft, robberies, or mysterious disappearance, attach a copy of Police/Sheriff report.)

Signature – Employee Responsible for Asset _____ Date

Signature – Principal / Director _____ Date

Submit form to Business Office after completion.

To be completed by Business Office (below)

Date approved by School Board: _____ Date Disposed: _____

Method of disposal (Check **ONLY** one):

- Sold Junked Scrapped
 Surplus Property Lost Stolen
 Other Disposal (Explain): _____

Acquisition Date of Asset: _____ Asset Cost: _____

Asset record updated by: _____ Date: _____

Signature

Date

*Vision: To become an A-rated district with all A-rated schools
"Leadership, Collaboration, Innovation"*