



# **NORTH TIPPAH SCHOOL DISTRICT**



Phone: 662-223-4384 Fax: 662-223-5379

## **Request for Disposal of Property**

**Location of Property:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attach inventory sticker and be sure the number is written on the equipment.**

<u>Description</u>	<u>Asset #</u>	<u>Serial #</u>	<u>Cost</u>	<u>Reason for Disposal</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**The items listed above are items that cannot be repaired. We request approval from the board to dispose of these items.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Property Manager or Principal**

\_\_\_\_\_  
**Date**