

NYE COUNTY SCHOOL DISTRICT REQUEST TO DELETE FIXED ASSET

Instructions:

1. Lines 1-5 are completed by department/school.
2. Remove inventory tag and staple to form on line 1 (space marked inventory number).
3. Send original form to Tonopah Warehouse Office (do NOT fax).
4. Warehouse Office will file form in accessible location for inspection/audit.

1. School/Department _____ Inventory # _____

2. Item Description _____

3. Serial # _____ Model # _____

4. Reason for Deletion _____

(Must use viable reason such as: item obsolete, cost to repair exceeds value of item, damaged beyond repair, parts unavailable, etc.)

5. Approved by Principal/Department Head _____
Signature

(For District Office Use Only)

Funding Source _____

Approved by Chief Operating Officer:

Signature

Date

How was asset disposed of? _____

Date asset disposed of and deleted from inventory _____