<table>
<thead>
<tr>
<th>ASSET NUMBER</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>DATE PURCHASED</th>
<th>REASON FOR DISPOSAL</th>
<th>FUNDING SOURCE (Fund &amp; Function)</th>
<th>COST</th>
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PRINCIPAL/DIRECTOR
__________________________________________
Date __________________________

SECRETARY/COORDINATOR
__________________________________________
Date __________________________

Note...in order to disposed of computers, the harddrive must be erased or removed. (circle one) Has this been done? _____ Who performed this function and date? __________________________

FIND ASSET PERSONNEL
__________________________________________
Date __________________________

SUPERINTENDENT
__________________________________________
Date __________________________

BUSINESS MANAGER
__________________________________________
Date __________________________

DATE BOARD APPROVED
__________________________________________
(attach a copy of board approval)

Date asset was disposed: __________________________

Disposal confirmed by: __________________________

Asset ledger updated by and date: __________________________

Print report and provided to BM. BM reviewed report and date: __________________________