

BENTON COUNTY SCHOOL DISTRICT
FIXED ASSET DEPARTMENT

HAND RECEIPT FOR DISPOSED ASSETS

I certify that the asset/s identified below were properly disposed of at a local sanitation facility or sold to a scrapping facility (scrap iron/metal facility) with the approval of Benton School District Board of Trustees.

Method of Disposal **Local Sanitation Agency** **Scrap Metal/Recycling Company**

Barcode Number	Item Description	Person Disposing of Asset	Date Approved by the Board

 Sanitation Company Name & Authorized Signature

 Date

 Scrap Metal Company Name & Authorized Signature

 Date

 BCSD Employee & Title

 Date

Please remember to return this form & report any gains/revenue acquired from the scrapping of assets to the Director of Finance.

Benton County School District Business Office