

WEST POINT CONSOLIDATED SCHOOL DISTRICT

FIXED ASSET DELETION FORM

Prepared By		Date		Location	
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Please refer to your Fixed Asset Reports to complete the following information:

1) Identifying Tag No.		2) Type		3) Item #	
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4) Description of Item					
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5) Manufacturer		6) Model #		7) Serial #	
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8) Quantity		9) Location		Room	
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10) Date of Disposition		11) Value on Books	
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*12) Reason Code		*13) Method Code	
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14) Fund Number					
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Signed _____
PRINCIPAL/DEPARTMENT HEAD

Date _____

Date Disposition Approved by Board _____

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*12) Disposition Reason: 1 – Technical obsolescence 2 – No longer serviceable 3 – Theft or vandalism
4 – Casualty loss 5 – End of lease 6 – Other (please describe)

*13) Disposition Method: 1 – Sale 2 – Loss by theft 3 – Gift 4 – Returned to lender or lessor
5 – Scrapped 6 – Trade-in 7 – Other (please describe)

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CENTRAL OFFICE USE ONLY:

ENTERED INTO THE COMPUTER BY: _____

DATE ENTERED: _____