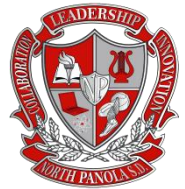


NORTH PANOLA SCHOOL DISTRICT

"Leadership • Collaboration • Innovation"

Chad Spence, Superintendent



Asset DISPOSAL Reporting Form

All asset disposals must be made in accordance with Section 37-7-451, et. Seq., Mississippi Code.

To be completed by School/Department

Asset Tag # _____

Serial #: _____

Asset Description: _____

School / Site: _____

Building #: _____

Room #: _____

Reason for Requesting Disposal: _____

(If lost, stolen, or other disappearance, attach **Lost or Stolen Property Affidavit**. In case of theft, robberies, or mysterious disappearance, attach a copy of Police/Sheriff report.)

Signature – Employee Responsible for Asset

Date

Signature – Principal / Director

Date

Submit form to Business Office after completion.

To be completed by Business Office (below)

Date approved by School Board: _____

Date Disposed: _____

Method of disposal (Check ONLY one):

Sold

Junked

Scrapped

Surplus Property

Lost

Stolen

Other Disposal (Explain): _____

Acquisition Date of Asset: _____

Asset Cost: _____

Asset record updated by: _____

Date: _____

Signature

Date