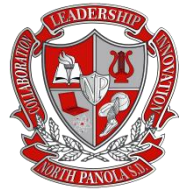


# NORTH PANOLA SCHOOL DISTRICT

“Leadership • Collaboration • Innovation”

Chad Spence, Superintendent



## **FIXED ASSETS MANAGEMENT SYSTEM:** ***RETIREMENT/DISPOSAL FORM***

TO: Superintendent  
District Fixed Assets Coordinator

FROM: Fixed Assets Management Team

RE: Retirement or Disposal of Capital Asset

It is requested that the following item(s) be submitted for approval for retirement or disposal.

Item Description	Tag Number	Cost	Date Purchased

State the condition of the asset at the time of this request for disposal/retirement:

- Equipment has reached the end-of-life expectancy (as defined by the state)
- Equipment is no longer operable
- Other: \_\_\_\_\_

*I request disposal of the above mentioned inventory item(s).*

*I concur with this request, and this asset is no longer of use to the instructional program.*

\_\_\_\_\_  
Signature of Person Making Request

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Technology Director’s Signature

Date approved by local school board and recorded in the minutes: on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

All deletions of capital assets, regardless of the method, **must** be entered in the minutes of the North Panola School District School Board.

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