

**ALL FIELDS SHOULD BE COMPLETED**

## **WEBSTER COUNTY SCHOOLS DISPOSAL ASSET FORM**

REQUEST DATE: \_\_\_\_\_

ASSET NBR: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

LOCATION NAME: \_\_\_\_\_ BLDG: \_\_\_\_\_ RM: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

MODEL NBR/NAME: \_\_\_\_\_ SERIAL NBR: \_\_\_\_\_

DISPOSAL METHOD Choose One

☐ Junk ☐ Fire ☐ Stolen ☐ Other

☐ Sale ☐ Trade In --- Amount \$ \_\_\_\_\_

DISPOSAL REASON: \_\_\_\_\_

SCHOOL AUTHORIZATION \_\_\_\_\_

TECHNOLOGY AUTHORIZATION \_\_\_\_\_

(IF ASSET IS A TECHNOLOGY ASSET)

---

COMMENTS:

BOARD APPROVAL DATE: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_