

BENTON COUNTY SCHOOL DISTRICT

DISPOSAL/SURPLUS FORM

This form must be completed and submitted to the Fixed Assets Manager when a supervisor/principal requests to dispose of a fixed asset or assets.

The Supervisor MUST wait until he or she is notified by the Fixed Asset Manager that the BCSD School Board has approved the disposal or surplus of the item/s before disposing items.

Type of Disposal Requested **Surplus** **Lost** (if lost, must be accompanied by the affidavit)

Date of Request: _____

Person Requesting: _____

Please provide an explanation for your request.

Barcode Number	Item Description	Current Location (School/office/Room #)

Signature – Principal/Director

Date

FIXED ASSET MANAGER USE ONLY:

APPROVAL BY THE BCSD SCHOOL BOARD _____ (date)

Disposed of in SYSTEM: _____ (date)

Disposed of in SYSTEM by: _____ (person)