

Findlay City Schools
Equipment Inventory System
Asset Disposal Form

Building: _____

Attach or Write Tag Number Below:

Tape Tag Here

If tag number is not available, complete the additional information for tracking purposes:

Room Number _____

Serial Number _____

Model/Make _____

Description (detail) _____

Method of Disposal (check appropriate box)

Disposed (DO)

Sold (SO)

Stolen (ST)

Traded-In (TI)

Signature Principal/Designee: _____ Date: _____

Authorized to dispose Treasurer/Designee: _____ Date: _____

Date Removed from inventory files: _____

Forward both Copies to Treasurer's Office
Yellow copy will be returned to Building Principal.