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**DISPOSAL OR TRANSFER OF FIXED ASSET ITEM**

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The following district item has been transferred or removed from use:

**FIXED ASSET ITEM:** \_\_\_\_\_

**LOCATION OF ITEM:** Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

**VENDOR (if known):** \_\_\_\_\_

**PO # (if known):** \_\_\_\_\_

**DATE OF PURCHASE (if known):** \_\_\_\_\_

**BARCODE TAG NUMBER:** \_\_\_\_\_

**BRAND/MODEL NUMBER:** \_\_\_\_\_

**SERIAL NUMBER (if applicable):** \_\_\_\_\_

**PLEASE CHECK ONE:**

**Item removed from use (please explain) \***

*\* (Per board policy) Obsolete, surplus, or unusable district-owned equipment and supplies will be sold by the board of education at a private or public sale by the affirmative recorded vote of at least a majority of the members of the board of education at a regular meeting.*

**Item transferred** Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_