**Stone County School District**

**Request for Disposal of Fixed Assets \***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fixed Asset Number: | | | | | |  | | | | | | | | | | | | | | | |
| Location: |  | | | | | | | | | | | | | | | Building Number: | | | | | | | |  | | Room Number: | | | | | | |  | | |
| Description of Item: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason Why: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Disposition:** Sold (01): | | | | | | | | | | | | | |  | | | | | | | Scrapped (02): | | | |  | | Trade-In (03): | | | | | | |  | |
| Donated (04): | | |  | | | | Other (5): | | | | | | | | | | | | |  | | | Non-Capitalized (06): | | | | | | |  | |
| Damaged by Hurricane (07): | | | | | | | | | | |  | | | | | | | | Lightning Damaged (08): | | | | | | | | | |  | |  | | | | |
| Returned to Vendor (09): | | | | | | | | |  | | | | | | |
| **Teacher/Staff Signature:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approval of Principal/Supervisor:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Approval of Technology Director:** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| (Technology Equipment Only) | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Approval of Federal Program Director:** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| (Title, Sped or Child Nutrition Equip.) | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Approval of Superintendent:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Date Board Approved:** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date Removed from Inventory:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Note: When asset is no longer needed or useful for school purposes, it must be declared surplus property by the school board.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For County Office Use Only:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fund Code:** | | | |  | | | | | | | | **Federal Code:** | | | | | | | | | | | | | | | |  | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*To be completed on location and submitted to the Central Office. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |