**Stone County School District**

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

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| 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:** |  |  |
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| \*To be completed on location and submitted to the Central Office. |