

NORTH FORK LOCAL SCHOOL DISTRICT  
ASSET DISPOSAL REPORTING FORM

All asset disposals must be made in accordance with Administration Guideline AG7450

To be completed by School/Department

ASSET TAG #: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

ASSET DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: \_\_\_\_\_ ROOM #: \_\_\_\_\_

Reason for Requesting Disposal: \_\_\_\_\_  
\_\_\_\_\_

(If lost, stolen, or other disappearance, attach a description)

\_\_\_\_\_  
Signature – Employee Date

\_\_\_\_\_  
Signature – Principal/Administrator Date

Submit form to Treasurer Office after Completion

To be completed by Treasurer Office

DATE DISPOSED: \_\_\_\_\_

Method of Disposal (Check one):

Sold Amount Received from Sale: \$ \_\_\_\_\_ Rec #: \_\_\_\_\_

Junked

Scrapped

Lost

Stolen

Other Disposal (Explain): \_\_\_\_\_

Acquisition Date of Asset: \_\_\_\_\_ Asset Cost: \_\_\_\_\_

Asset record updated by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature – Treasurer Date