

FA-2

**Fixed Assets Inventory Disposition Form  
Public Schools of Robeson County**

REASONS FOR DISPOSAL OF EQUIPMENT  
(One Category Per Form)

**Issuing**

School/Other: No.

**Receiving**

School/Other: No.

1. Public Auction	4. Stolen (Attach Police Report)
2. State Surplus	5. Scrapped
3. Transferred to another school (List other school)	6. Other

Item (Description/Model No.)	Serial No.	Fixed Asset Inventory No.	Room No.	Disposal Explanation

Issued By: \_\_\_\_\_  
Signature of Principal, Dept. Head      Date

Received By: \_\_\_\_\_  
Signature of Principal, Dept. Head      Date

\_\_\_\_\_  
Contact Person                              Date

\_\_\_\_\_  
Contact Person                              Date

**GENERAL INSTRUCTIONS**

Complete and send to the Fixed Assets Dept.  
Attach a copy of police report if applicable.

**Note:** Schools/Departments should make a copy for their file.