

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 |
|------------------------------|------------|---------------------------|----------|----------------------|
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Issued By: _____
Signature of Principal, Dept. Head Date

Received By: _____
Signature of Principal, Dept. Head Date

_____ Date
Contact Person

_____ Date
Contact Person

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.