FA-2

Fixed Assets Inventory Disposition Form
Public Schools of Robeson County

Issuing	School/Other: No.
Receiving	School/Other: No.

REASONS FOR DISPOSAL OF EQUIPMENT
(One Cateory Per Form)

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

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

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

_____ _____
Contact Person — Date

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