

FA-2

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

REASONS FOR DISPOSAL OF EQUIPMENT  
(One Category Per Form)

<b>Issuing</b>	School/Other: No.
<b>Receiving</b>	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.