

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
Office of Assistant Superintendent for Business

FIXED ASSET DISPOSAL FORM

This form is to be completed when it is deemed necessary to dispose of a fixed asset item.

1. Complete this disposal form
2. Send the form to the office of the Assistant Superintendent for Business
3. Dispose of the item/s as specified
4. If applicable, remove all District 25 software from computer hard drives

ITEM DESCRIPTION (complete all areas):

Quantity _____

Description _____

Manufacturer _____ Model # _____

Serial number _____

Asset Key _____ Tag # _____

Location _____

REASON FOR DISPOSAL (indicate applicable reason/s):

_____ uneconomical to repair _____ unable to repair

_____ no longer useful for school purposes _____ stolen

METHOD OF DISPOSAL (indicate one method):

_____ recycle

_____ junk

_____ donate to whom _____

_____ sale to whom _____ amount _____

_____ N/A explain _____

APPROVAL

dated

ADMINISTRATOR'S SIGNATURE

dated

ASSISTANT SUPERINTENDENT FOR BUSINESS

FOR OFFICE USE ONLY:

Date in Service _____ Original Cost _____ Entered _____ Board Approval _____