

NORTHRIDGE LOCAL SCHOOL DISTRICT
FIXED ASSET DISPOSAL FORM

SECTION I
(TO BE COMPLETED BY BUILDING PRINCIPAL/DISTRICT SUPERVISOR)

ITEM _____

TAG NUMBER _____ SERIAL NUMBER _____

LOCATION TAKEN FROM: BUILDING _____ ROOM _____

CONDITION: EXCELLENT GOOD FAIR POOR EST. VALUE \$ _____

EST. BOOK VALUE \$ _____

RECOMMENDED METHOD OF DISPOSAL:

- Donate to other Governmental entity
- Sale (under \$2,000)
- Auction (over \$2,000)
- Trade-in
- Junk

*TREASURER'S USE

- * Destroyed (D)
- * Garage Sale (GS)
- * Stolen (ST)
- * Trade-in (TI)

Signature

Date

SECTION II
(TO BE COMPLETED BY SUPERINTENDENT)

Items having a fair market value of under \$2,000 must be approved by the superintendent.

_____ Approved _____ Disapproved

Signature

Date

Items having a fair market value OVER \$2,000 must be approved by the Board of Education and auctioned.

DATE OF APPROVAL: _____ RESOLUTION NUMBER _____

SECTION III
(TO BE COMPLETED BY TREASURER IF SOLD)

RECEIPT NUMBER: _____ DATE: _____