

BRIGHT LOCAL SCHOOL DISTRICT
FIXED ASSET DISPOSAL FORM
SECTION I
(TO BE COMPLETED BY DIRECTOR/DEPT. HEADS)

ITEM _____

TAG NUMBER _____ SERIAL NUMBER _____

LOCATION TAKEN FROM _____
(ROOM & DEPARTMENT)

CONDITION _____ ESTIMATED VALUE _____

RECOMMENDED METHOD OF DISPOSAL:

- _____ DONATE TO OTHER GOVT. ENTITIES
- _____ SALE (UNDER \$2,000)
- _____ AUCTION (OVER \$2,000)
- _____ TRADE-IN
- _____ JUNK

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 _____