

The Harker School

Disposal of Asset Item Tracking Form (Remove Item from Inventory)

Item Description: _____ Condition: Good / Fair / Poor

Asset #, if available: _____ Fixed Asset Project # **(Maint. Only)** _____

Item Mfg: _____ Model #: _____ Serial #: _____

General Description/Use: _____

Est Date Acquired: _____ Vendor Name, if known: _____

Est Orig Cost: \$ _____ Disposal Date: _____ Copy of Original Receipt
or P.O. Attached? Y / N

Type of Disposal

- | | | |
|-----------------------------------|--------------------------------------------|---------------------------------|
| <input type="checkbox"/> Sell | <input type="checkbox"/> Return to Vendor | <input type="checkbox"/> Donate |
| <input type="checkbox"/> Trade-In | <input type="checkbox"/> Salvaged to Parts | <input type="checkbox"/> Scrap |

Reason for Disposal

- | | | |
|------------------------------------------|-------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Non-Operational | <input type="checkbox"/> No Longer Needed | <input type="checkbox"/> Replaced with Upgrade |
| <input type="checkbox"/> Lost | Date Loss Noticed: _____ | Reported to Dept Mgr? Y / N |
| <input type="checkbox"/> Stolen | Date Theft Noticed: _____ | Reported to Security? Y / N |

If item sold or traded-in:

Name & Address of Recipient: _____

Value Given for Item: \$ _____ Receipt Signed by Recipient Attached? Y / N

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Your Name and Title: _____

Comments: _____

Disposal Authorized by: _____

Manager (Signature and title) and Finance

Prior to scrap, Department Chair/Manager affirms efforts to sell items. _____

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BUSINESS MANAGER APPROVAL _____ DATE _____

Once this form is completed it must be submitted to Bob Bengé for Inventory Updating