



PARAGOULD SCHOOL DISTRICT DISPOSAL OF FIXED ASSETS FORM

REMOVE ID TAG AND ATTACH TO THIS FORM

*INVENTORY NO. _____

SERIAL NO. _____

DESCRIPTION _____

ORIGINAL COST _____

DATE OF PURCHASE _____

CHECK NO. _____

BUILDING NO. _____

ROOM NO. _____

*DISPOSAL DATE _____

*REASON FOR DISPOSAL:

a. Discarded _____

b. Destroyed _____

c. Sold _____ Amount _____

d. Donated _____

e. Other (explain) _____

(*Required Fields to be completed before sending to Central Office.)

Date

Teacher/Supervisor Signature

Date

Principal Signature

For Central Office Use Only:

Date Entered _____

Signature _____

AFTER COMPLETING AND SIGNING - RETURN TO CENTRAL OFFICE