

# Huntsville School District

## Capital Asset Disposal/Transfer Form

Completion of this form is required before any capital asset may be disposed of or transferred to another location. It is imperative that the inventory records of all capital assets be accurate.

Supervisors are responsible for the capital assets assigned to their respective areas and thus must not allow assets to be disposed of or transferred without completing this form.

### Asset Information

Date: \_\_\_\_\_

Inventory/Asset Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Model Number: \_\_\_\_\_

### Method of Disposal (select one)

☐ Trade-in

Vendor Name: \_\_\_\_\_

Trade-in Value: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

☐ Transfer to: \_\_\_\_\_

Location: \_\_\_\_\_

☐ Sale (attach bid results)

Name & Address: \_\_\_\_\_

Sale Price: \_\_\_\_\_

☐ Scrap or Destroyed (Explain and attach all documentation): \_\_\_\_\_

☐ Stolen (attach report): \_\_\_\_\_

Name of employee filling out form: \_\_\_\_\_

Name and signature of supervisor responsible for asset: \_\_\_\_\_

### Central Office Staff Only

Date of Acquisition: \_\_\_\_\_

Original Cost: \_\_\_\_\_

Fund Code: \_\_\_\_\_

Inventory updated by: \_\_\_\_\_

Date updated: \_\_\_\_\_