

Adams County/Ohio Valley School District

FIXED ASSET DISPOSAL FORM

Section I

(To be completed by Principal/Department Heads)

Item:

Tag Number:	Serial Number:
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Location Taken From -	Building:
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Department:	Room:
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Condition:
 Excellent Good Fair Poor

Estimated Value: \$ _____

Recommended Method of Disposal: <input type="checkbox"/> Donate to other government <input type="checkbox"/> Sale (Under \$2,000) <input type="checkbox"/> Auction (Over \$2,000) <input type="checkbox"/> Trade - In <input type="checkbox"/> Junk	Treasurer's Use Only: (Computer Codes) <input type="checkbox"/> Destroyed (D) <input type="checkbox"/> Auction (AUC) <input type="checkbox"/> Stolen (ST) <input type="checkbox"/> Trade - In (I)
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Signature	Date

Section II

(To be completed by Superintendent/Designee)

Items having a Fair market Value of under \$2,000 must be approved by the Superintendent/Designee

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
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Superintendent/Designee Signature	Date

Items having a Fair market Value of over \$2,000 must be approved by the Board of Education and auctioned.

Date of Approval:	Resolution Number:
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Section III

(To be completed by Treasurer)

Receipt Number	Date