



School City of Mishawaka

Asset Disposal Form

BASIC ASSET INFORMATION

Asset Tag Number _____

Description _____

Serial Number _____

PHYSICAL LOCATION

Building _____

DISPOSAL INFORMATION

Disposal Method (*scrap, sold, etc.*) _____

Selling Price (*if applicable*) _____

Disposal Date _____

Principal's Signature

ADDITIONAL NOTES/COMMENTS:

Name

Date

Date Entered into Fixed Asset Program _____ Initials _____